

Océ | User manual

Océ DS60

User Manual



Océ-Technologies B.V.

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Chapter 1

Introduction



Notes to the reader

Introduction

This manual helps you use the Océ DS60. The manual contains a description of the Océ DS60 and guidelines for its use and operation. There are also tips given to help you increase your knowledge of the Océ DS60 and to help you better manage the workflow.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention and Caution

The words **Note**, **Attention** and **Caution** indicate these important parts.

- The word **Note** comes before additional information about the correct operation of the Océ DS60 or before a hint.
- A part marked with **Attention** contains information to prevent damage to items, for example the Océ DS60 or a file.
- A part marked with **Caution** contains information to prevent personal injury.

Safety information

The safety information for this product is included in a separate manual with the title **Safety manual**. This manual is part of the documentation set that you received with your product.

Available documentation

Introduction

Océ delivers the Océ DS60 with a documentation set. The documentation set contains the following:

- A CD-ROM with the user manual
- A hardcopy safety manual
- An integrated on-line help about the Océ DS60 Settings Editor.

Main content of the manuals

The following table gives an overview of the main content of the manuals.

[1] Main content of the manuals

Manual	Main content
User Manual	<p>The user manual contains information about such things as the following tasks and issues:</p> <ul style="list-style-type: none"> ■ Making a simple copy ■ Making an extended copy ■ Making a simple scan ■ Changing the settings to customize your copies and scans. ■ Problem solving.
Safety manual	<ul style="list-style-type: none"> ■ Instructions for safe use ■ Safety Data Sheets.

Online help Océ DS60 Settings Editor

The online help contains information you can use to help you adjust the settings in the Océ DS60 Settings Editor. This helps you manage and adapt the Océ DS60 to your requirements.

Chapter 2

General



The system concept

Introduction

The Océ DS60 is a stand-alone scanner with a separate control station. The control station contains an operator panel and a screen that displays templates, settings and feedback. The Océ DS60 was designed to work with the Océ VarioPrint® 6250.

The Océ DS60 can be connected to 5 different printers. Each printer in turn can be connected to several output devices. You can select the printer to which you want to send a job. You can then send the job to the queue of jobs to be printed or you can store the job.

The Océ DS60 consists of the following parts:

- the stand-alone scanner
- the Océ Smart Imager
- the control station with operator panel and screen
- the system software.

Direct copy path and pre-press functionality

There is a **direct copy path** between the Océ DS60 and all the printers connected to the Océ DS60. The direct copy path enables you to make a scan at the Océ DS60 and send the scanned document directly to the printer of your choice, which will print the document.

The Océ DS60 also enables you to scan a document to file and print the document later. This method is **indirect copying** or **scan-to-file**. You can also send the scanned document to a server or workstation that contains extensive pre-press functionality, like Océ DocSetter®, Océ PRISMA satellite® and Océ Doc Works® for example. You can then process the document according to your requirements.

Another function, **scan-to-email**, is connected to the scan-to-file method. When you use scan-to-email, you attach the scanned document to an email message.

Scanner characteristics

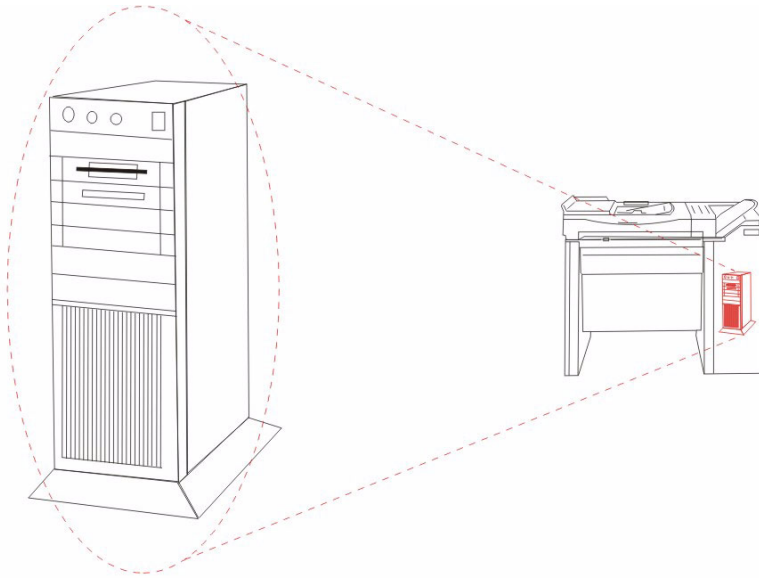
The main characteristics of the Océ DS60 are:

- original-handling capabilities (A5 - A3, 1-sided/2-sided)
- support of mixed sets of originals
- support of all sizes in the 'Media catalog'
- scan speed (54 1-sided A4/ Letter images per minute, 24 1-sided A3 images per minute)
- automatically optimized page images through Océ Image Logic®
- size and orientation detection in the automatic document feeder
- double sheet detection.

The Océ DS60 is linked to the Océ Smart Imager.

The Océ Smart Imager

The figure below shows the scanner and the Océ Smart Imager inside. The Océ Smart Imager holds all the software to control the Océ DS60 system.



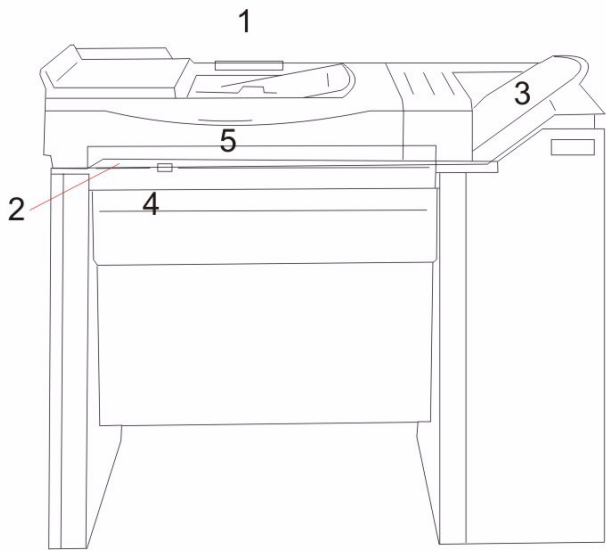
[1] The Océ Smart Imager inside the scanner

On the Océ Smart Imager, you find the following software.

- Microsoft Windows 2000/XP/2003® Professional Operating System
- The software that is necessary to make the scans and to set the setting values
- The scan profiles
- The Océ DS60 Settings editor, a web-based application that was developed to configure and maintain the Océ DS60.

The parts of the scanner

The scan station



[2] The scanner parts

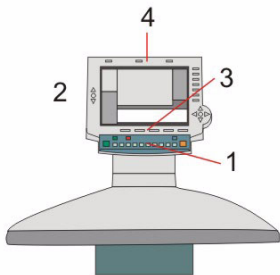
[2] The scanner

	Part	Function
1	Automatic document feeder	Feed a stack of originals. The originals can be sets of documents but also single-sheet documents like letters and forms.
2	Glass plate	Copy special, non-standard and damaged originals.
3	Original receiving tray	Receive the originals that come from the automatic document feeder.
4	Set-build key	Create subsets.
5	Handle	Open the automatic document feeder to put an original on the glass plate.

The automatic document feeder on the scan station handles 1-sided originals and 2-sided originals. The automatic document feeder can hold 50 sheets of letter-standard paper (20 lb. bond) or 35 sheets of tabloid paper (20 lb. bond). If you want to add more than 50 sheets, use the set-build key. There are two set-build keys, one at the front of the scanner and one on the operator panel.

The parts of the control station

The control station



[3] The control station
 [3] The parts of the operator panel





	Part	Function
1	Keypad	Contains the 'Start' key, the 'Stop' key, the 'Correction' key, the 'Set-build', the 'Help' key and the numeric keys.
2	Monitor	Holds the screen that displays the visual feedback about the system, the job queue, the job editor and the system manager. The screen also displays the warnings and the errors. The monitor also has a 2 colored LED (red and green).
3	Function keys / softkeys	Enable you to access the menus and functions and to change settings. The function of the key is displayed on the screen next to, above or under the key.
4	Backlight control	You can use the 2 keys at the rear side of the monitor to adjust the backlight of the screen.

The switches on the scanner

The scanner

The scanner has the following switches and buttons. You can find these on the right-hand side of the scanner.

[4] Switches and buttons on the scanner

Step	Action
1	Power switch  The power switch behind the front door on the right-hand side cuts and connects the power to the scanner and the Océ Smart Imager. When you press the power switch  , the Océ Smart Imager also turns on or off.
2	On/Off button with orange and green LED  The On/Off button on the front of the right-hand side allows you to toggle the status of the scanner between the stand-by mode and the sleep mode. This is only possible if the scanner power switch  is in 'I' position and the start-up phase is passed (templates visible on the screen).
3	Key switch (behind the front door on the right-hand side) If you want to prevent another person from switching the machine on, you can take the key out, leaving it in the OFF position. If you take out the key while in the ON position, anyone can turn off the machine with the power switch.

Inside the scanner, behind the right-hand door, you will find the Océ Smart Imager. This is a controller that contains all the high-level user interface software and stores jobs in the job queue.

When you turn the scanner on or off with the power switch, the Océ Smart Imager will also be turned on or off.

The Océ DS60 Settings Editor

Introduction

Information for system administrators, key operator.

The controller of the Océ DS60, the Océ Smart Imager, contains the Océ DS60 Settings Editor. The Océ DS60 Settings Editor comes with an extensive online help.

This chapter is a brief introduction to the Océ DS60 Settings Editor. Refer to the online help for complete information about the settings and how to change setting values.

Definition

The Océ DS60 Settings Editor is a web-based application with settings that enable you to adapt the system to your needs. You can access the functions of the Océ DS60 Settings Editor in key operator (KO) mode and in system administrator (SA) mode. The SA mode includes all the functions to configure and maintain your system. The KO mode gives access to a subset of these settings. This subset mainly deals with the customization of your system, the used defaults and workflows.

The structure of the Océ DS60 Settings Editor

The Océ DS60 Settings Editor has three main tabs: 'Service' and 'Settings' and 'Media'.

- The 'Service' tab contains all settings that control how the Océ DS60 is defined and works in your network.
- The 'Settings' tab contains all settings that control how you customize your Océ DS60, for example the used defaults and the settings used in the various protocols.
- The 'Media' tab contains settings for the used media types.



Note: *There are only a few media settings that you can change in the Océ DS60 Settings Editor. The 'Media catalog', which contains all the media types you can use, is defined and maintained in the Settings Editor of one of the remote printers, not the Settings Editor of the Océ DS60. The 'Media catalog' is then used for all connected printers and the Océ DS60. See the online help of the Océ VarioPrint® 6250 Settings Editor for more information.*

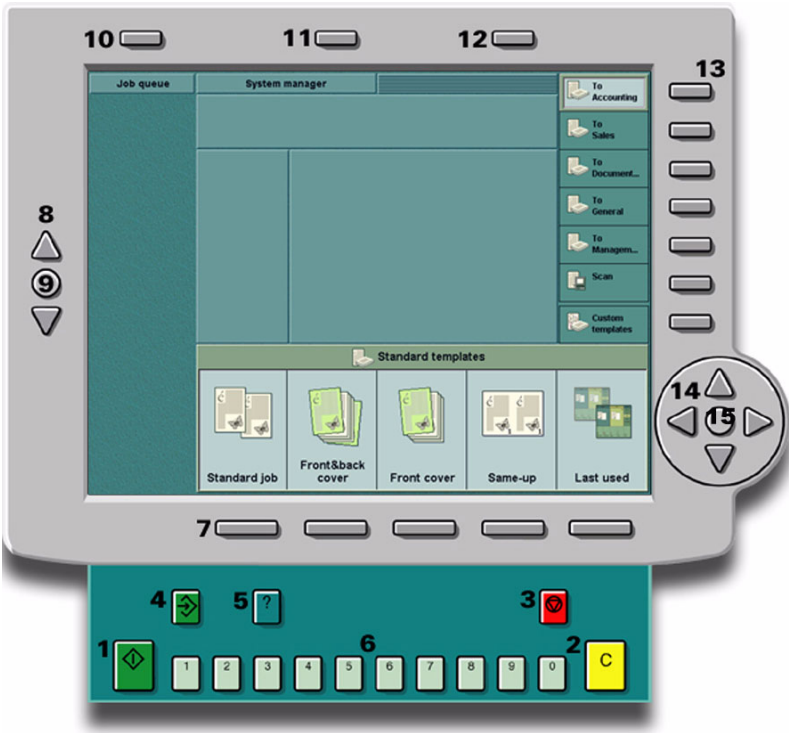
The operator panel

Introduction

You define job settings on the Océ DS60 operator panel. These jobs are then sent to one of the 5 printers for processing.








The keys on the operator panel

The keys on the operator panel provide access to the functions of the Océ DS60. Use the keys around the screen to move through the functions or change the settings. The screen shows the function of each key. The keys around the screen are softkeys. The function of many keys changes when the screen contents changes.








[4] The keys on the operator panel

[5] The keys on the operator panel

Num ber	Key	Function
1	Start key 	Start scanning
2	Correction key 	<ul style="list-style-type: none"> ■ Correct the settings ■ Stopping scanning ■ Deleting subsets ■ Delete jobs
3	Stop key 	Stopping scanning
4	Set-build key 	Combining Subsets into One Document
5	Help key 	Access the on-line help
6	Numeric keys	Enter the number of copies or an account ID
7	Function-related keys	<p>The function depends on the screen contents. The function is for example one of the following:</p> <ul style="list-style-type: none"> ■ Access the templates ■ Define the settings.
8	Arrow-up and arrow-down keys 	Scroll through the job queue
9	Selection key	Select a job in the job queue
10	Job queue key	Toggle between the extended and collapsed job queue view to inspect the jobs in the job queue
11	Function-related key	<p>The function depends on the screen contents. The function can be one of the following:</p> <ul style="list-style-type: none"> ■ Open and close the 'System manager' ■ Change the settings for 'Original'
12	Function-related key	Change the settings for 'Print'.
13	Function-related keys	Access the functions displayed on the screen
14	Star arrow keys 	<p>The function depends on the screen contents. The function can be one of the following:</p> <ul style="list-style-type: none"> ■ Change the settings ■ Increase and decrease the values of the settings in the job editor
15	Selection key	This key has no function.

[6] Function of the star arrow keys

Key	Function
Star arrow-up key 	Increase the value in small steps
Star arrow-down key 	Decrease the value in small steps
Star arrow-right key 	Increase the value in large increments
Star arrow-left key 	Decrease the value in large increments
Star round key 	This key has no function

Chapter 3

Controlling the system



Power modes on the Océ DS60

Introduction


The Océ DS60 can be in 4 different power modes:


1. OFF mode
2. Sleep mode
3. Low power mode
4. Process or stand-by mode.

OFF mode

When the Océ DS60 is in the OFF mode, you have to follow the complete start-up procedure to be able to use the Océ DS60.

Sleep mode

If the Océ DS60 is in sleep mode, power consumption is decreased to a very low level. The screen on the operator panel is off (black). The LED on the monitor is red. If the Océ DS60 is in the sleep mode, you have to press the On/Off button  to activate the scanner. It will take up to 4 minutes for the scanner to reach stand-by mode.

- There are two situations in which the scanner goes into sleep mode.
- If you press the On/Off button , the scanner goes into sleep mode.
- If you do not use the Océ DS60 for a defined time (EPA-setting), the scanner goes into sleep mode. To change the EPA-setting for the sleep mode delay, change the sleep mode timer. See the online help of the Océ DS60 Settings Editor to learn how to adjust the sleep mode timer.

If the Océ DS60 is not in sleep mode, the screen of the operator panel is on.

Low power mode

If the Océ DS60 is in low power mode, power consumption is decreased to lower level. The level of power consumption is not as low as that of the sleep mode. When the Océ DS60 is in low power mode, you can press any key on the operator panel to activate the scanner again. The scanner will then take up to 4 minutes to reach stand-by mode.

The Océ DS60 goes into low power mode if the Océ DS60 is not used for some time. The low power mode timer settings define the period of time.

Process or stand-by mode

The Océ DS60 is in process mode when it scans a job.

The Océ DS60 is in stand-by mode when the scanner is not processing a job, but ready to process. No additional time is required to start a copy job or a scan job.

Warm-up time

You can adjust the warm-up time of the Océ DS60 to take into account special climate conditions. The warm-up time is the time the system needs to become operational when you start the system. You can increase the standard warm-up time by 5 minutes to decrease the effect of moisture on the Océ DS60 caused by condensation.

Summary

The Océ DS60 can be in 4 different modes:

[7] Power modes

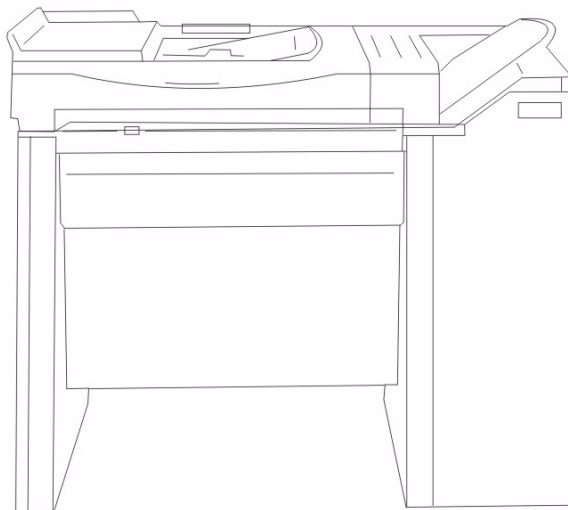
Mode	Power switch	Status LED of the On/Off button	Condition of the Océ DS60
OFF	0	OFF	OFF
Sleep	1	ON/orange	The Océ DS60 first has to boot up, connect, and initialize before it reaches stand-by.
Low power	1	ON/green	Some additional time is required before the Océ DS60 reaches stand-by mode.
Stand-by or process	1	ON/green	The Océ DS60 is ready to scan or scanning.



Note: If the Océ DS60 has a permanent error, the LED in the button remains orange. An error screen appears with a message to call Océ service.

Turn on the Océ DS60

Introduction



[5] The scanner

The scanner has the following switches and buttons. You can find these on the right-hand side of the scanner.

- **Power switch** (🔌)

The power switch behind the door on the right-hand side cuts and connects power to the scanner and controller. When you press the power switch (🔌), the controller will also be turned on or off.

- **On/Off button with orange and green LED** (🔌)


The On/Off button at the front of the right-hand side allows you to toggle between the scanner's stand-by and sleep modes. This is only possible if the scanner power switch (🔌) is in position '1' and the start-up phase has been completed.

- **Key switch** (behind the door at the front of the right-hand side)

If you want to prevent another person from switching the machine on, you can take the key out, leaving it in the OFF position. If you take out the key while in the ON position, anyone can turn off the machine with the power switch.


Inside the scanner, behind the right-hand door, you will find the controller. This is a controller that contains all the high-level system software (scanner control, the Océ DS60 Settings Editor and the scan application software).

How to turn on the Océ DS60


1. Press the power switch () on the scanner.
The controller starts up.
2. Press the power switch on the monitor.
3. After a few minutes, the Océ DS60 logo appears on the screen.



[6] Start-up logo

4. When this screen disappears, press the On/Off button () on the scanner.
The color of the LED in the ON/OFF button changes to green.
The Océ DS60 is ready to scan.

How to activate the Océ DS60 from sleep mode

1. Press the On/Off button () on the scanner. The color of the LED in the ON/OFF button changes to green.


How to activate the Océ DS60 from low power mode

1. Press any key on the operator panel to bring the Océ DS60 from low power mode into stand-by mode.
After an initial warm-up period, the scanner will be ready for use.

Shut down the system

Introduction




Task for operators

Follow the shut-down procedure described in this section before you use the power switch  on the Océ DS60. This procedure makes the system shut down in a controlled way.



Note: To save energy, you can also put the Océ DS60 into sleep mode ([see 'Power modes on the Océ DS60' on page 24](#)).

How to shut down the Océ DS60

1. Press the function key 'System manager'.
2. Press the function key 'System'.
3. Press the function key 'Shut down'.
The operator panel displays the message 'Are you sure you want to shut down?'.
4. Press the function key 'Yes'.
The printer starts to shut down when the current jobs are ready.
Wait for the message 'When the  flashes, you can turn off the system.
Press Close to continue'.
5. Press the 'Close' function key to continue the shut-down procedure. The following occurs:
 - The LED in the On/Off button  changes from green to amber.
 - The screen of the operator panel goes off.
 - The LED on the operator panel goes off.
6. Press the power switch .

Restarting the system

Introduction

Task for key operators, system administrators

When you change settings in the Océ DS60 Settings Editor, the software may ask you to restart the system. A restart activates the newly changed settings.

If you restart the system, the following occurs:

- The Océ DS60 Settings Editor changes become active
- The job number of new copy jobs and scan jobs is set to 1.

You must restart the system in the Océ DS60 Settings Editor. Follow the procedure below to restart the system.


How to restart the system

1. Start the Océ DS60 Settings Editor in your web browser.
2. Click 'Service' .
3. Click 'Control' .
4. Click 'Restart' .

The screen displays 'Restart the Océ Smart Imager'.

5. Click 'OK' .



The system restarts.

The operator panel screen displays the message 'When the  flashes, you can turn the system off.

Press Close to continue'.



Note: *The system waits until all active jobs are finished .*

6. Press the 'Close' function key on the operator panel.
The scanner goes into sleep mode.
7. Press the On/Off button  on the printer to wake up the system.
The color of the LED in the On/Off button  changes from amber to green.

Result

The Océ DS60 is ready for use again.

Chapter 4

Getting started



Changing the operator panel language

Introduction

If the language of the operator panel is not your preferred language, you can change it.

How to change the language of the user interface

1. Open the 'System manager' .
2. Click 'User interface' .
3. Click 'Language' .
4. Use the star-arrow keys to select a language from the drop-down list.
5. Close the 'System manager'.



Note: *You can also change the language of the operator panel in the Océ DS60 Settings Editor. Refer to the online help of the Océ DS60 Settings Editor for more information.*

Configuring remote printers

Introduction

The Océ DS60 can be connected to up to 5 printers (see *'The system concept' on page 14*). Each printer, in turn can have several output devices, such as booklet makers, external finishers and stackers. When you copy a document, you can decide to which printer your document is sent.

You can also scan a document and send the scan to another PC or server that runs additional processing applications like Océ Doc Works®, Océ DocSetter® or Océ PRISMA satellite®. These applications enable you to customize your documents and send the adapted documents to a printer later (see *'Introduction to the scan-to-file function' on page 84*).

When to do

To connect your Océ DS60 to a new or other printer, follow the procedures below.

1. First specify the host names that are used to identify the printers on the network.
2. Next, activate the links to the printers on the network.

These links are called **DNS links**. To activate these links, you must specify a DNS resolve for the host names of the remote printers.

Before you begin

Access the Océ DS60 Settings Editor in the key operator mode or the system administrator mode.



Attention: You must configure and activate at least one DNS server before you can activate the DNS links for the remote printers. See the online help of the Océ DS60 Settings Editor for more information.

Specify the host names for your remote printers

1. Click the 'Settings' tab.
2. Click 'Scan to printer' .
3. Select 'Remote printers' .
4. Enter the host names of the remote printers.



Note: *The host name must be a name of 1 to 15 characters. You can use the characters a-z, A-Z, 0-9 and -. Do not use a hyphen at the beginning or at the end of a host name.*

5. Enter the display names of the remote printers.
6. Click 'Apply' .
7. Restart the Océ Smart Imager.

Activate the DNS links



Note: *Make sure that the remote printers are online.*

1. Click the 'Settings' tab.
2. Click 'Scan to printer' .
3. Select 'Activate remote printers' .
4. Click 'OK' .

Changing the identification of jobs

Introduction

Task for operators, key operators

When you create a copy job on the Océ DS60, the system assigns a number to your job, a job ID. An ID is a prefix (ID_), followed by a maximum of 20 digits. Your job appears in the job queue, and in the list of 'Scheduled jobs' or 'Waiting jobs' with this number and the number of prints. There is no other information for copy jobs. If there are many waiting jobs and jobs in the job queue, you may experience problems when attempting to find your copy job.

To prevent this problem, you can assign your own IDs to your copy jobs. To assign the job ID manually, you must set the ID entry for copy jobs to 'Manual' instead of 'Automatic'.

You can set the job ID entry in the 'System manager'. You have two options.

- **'Manual'** When you create a copy job, the system asks you to enter an ID.
- **'Automatic'** The system assigns IDs to the jobs.



Note: *All copy jobs get the prefix ID_.*

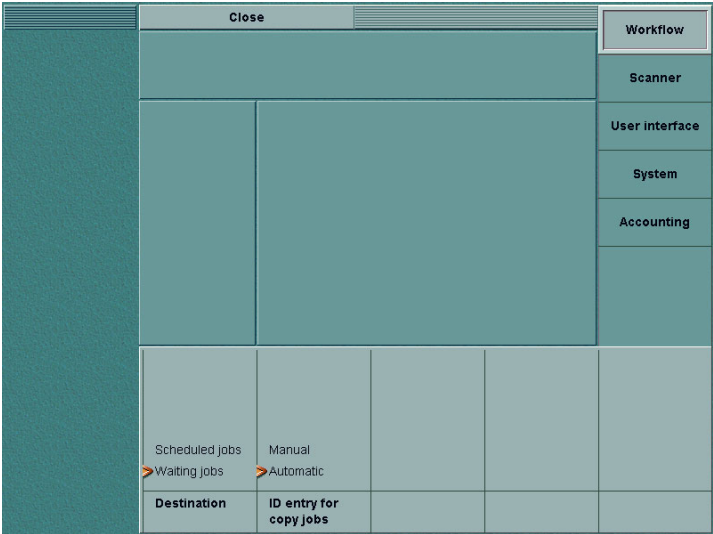
Before you begin

Before you can enter the job IDs, you must set the option in the 'System manager'. Do the following:




Note: *The identification that you set for one remote printer, is valid for all remote printers. Remember to change the method of identification of jobs in the 'System manager' if necessary.*

1. Select 'System manager' .
You now see the 'Workflow' section of the 'System manager'.
2. Select 'ID entry for copy jobs'.
Select one of the following:
 - **'Manual'** to enter the IDs for copy jobs manually.
 - **'Automatic'** to make the system enter the IDs for copy jobs.
3. Close the 'System manager'.



[7] The ID entry for copy jobs in the system manager setting

Enter an ID for a copy job

- 1. Place the originals face-down and in readable form into the automatic document feeder or on the glass platen.
- 2. Select one of the copy templates ([see 'Making a copy' on page 62](#)).
- 3. Define the settings.
- 4. Enter the number of copies.
- 5. Press the Start key .
- 6. Enter the job ID (a maximum of 20 digits).

Result

The job appears in the job queue with the job ID that you entered. The prefix 'ID_' comes before the job ID.

Chapter 5

The accounting function



General information

About the accounting function

Introduction

Information for operators, system administrators

The Océ DS60 has an accounting function that is available on the operator panel. The system administrator must enable the accounting function in the Océ DS60 Settings Editor before you can use the function at the operator panel.



Note: *The system administrator can refer to the on-line help of the Océ DS60 Settings Editor for more information about how to enable the accounting function.*

The principles of accounting

Accounting is the allocation of costs for all types of jobs to an account. An account can for example represent a customer, a user, a department or a project. You can use the accounting function to charge the costs of the jobs. The accounting information of a job is registered in an accounting record. This record is saved in an accounting log file on the Océ Smart Imager.

Accounting log file

Every processed job is logged in an accounting log file. An accounting log file provides detailed information for each job, for example the user name or the number of copies and scans ([see ‘About the accounting log file’ on page 43](#)). The system administrator can retrieve the accounting log file from the Océ DS60 Settings Editor and process the data in an application such as Microsoft® Excel. You can use the data to generate periodical cost reports.

Account ID file

The account ID file is a database file that contains a list of predefined accounts. Each account in an account ID file consists of four data fields (record ID, account ID, account name and comment). You can edit the account ID file, for example to add, delete or change accounts ([see ‘Download the account ID file’ on page 49](#)).

The use of accounting

There are 2 accounting modes on the Océ DS60. On the operator panel, you can set the required accounting mode. You can select 'Fixed' or 'Per job' .

When 'Fixed' is selected, the account ID that was set in the 'System manager' is used for all jobs. The warning section on the operator panel displays the account ID that was set.

When 'Per job' is selected, a dialog box appears for each job.

The tasks of the system administrator for the accounting function

The system administrator can define a number of accounting settings in the Océ DS60 Settings Editor. The following table displays the main settings in relation to accounting.

[8] System Administrator Tasks for Accounting

Person responsible	Tasks
System administrator	<ul style="list-style-type: none">■ Enable the 'Account ID' setting.■ Enable the account ID check. When an account ID file is uploaded to the Océ DS60 Settings Editor and the account ID check is enabled, the system checks the validity of the account IDs that are entered on the operator panel.■ Upload the account ID file to the Océ Smart Imager.■ Download the account ID file from the Océ Smart Imager to make changes in the file.■ Download the accounting log files.

Accounting Settings on the Operator Panel

Introduction

Information for operators


Access the 'Accounting' section in the 'System manager' on the operator panel of the Océ DS60 to define the accounting settings.

The Accounting Settings



[8] The Accounting Settings

[9] The Accounting Settings

Settings in the 'System manager'	Options in the 'Accounting' menu	Description
'Accounting'	'Accounting mode'	Define the accounting mode. <ul style="list-style-type: none">■ 'Per job'. A dialog box appears for each job.■ 'Fixed'. The account ID that was set in the 'System manager' is used for all jobs.
	'Set account ID'	Enter the account ID. <div> Note: The operator panel only displays this setting when the 'Accounting mode' is set to 'Fixed'.</div>


Configure the accounting settings

Introduction

The accounting function is an optional function that enables you to store copy and scan information in a file. The information in the file is used to account jobs to relevant persons, projects, customers or departments.

Accounting settings

Select the 'Settings' tab in the Océ DS60 Settings Editor. Select the options 'Accounting' and 'Basic settings' to access the accounting settings.

Setting	Description
'Identification'	<p>Click the check box to enable the identification. This setting can have the following values.</p> <ul style="list-style-type: none"> ■ Disabled. You can start the jobs that you create without the use of an account number. ■ Enabled. The Océ DS60 will ask you to enter an account number before the job is started. The number you enter is a sequence of 1 to 10 digits.
'Verification'	<ul style="list-style-type: none"> ■ Disabled. The Océ DS60 accepts any account number as a correct entry, even though the number is not listed in the account ID file on the Océ Smart Imager. ■ Enabled. The account number you enter is only accepted by the Océ DS60 if the number is listed in the account ID file on the Océ Smart Imager. If the number is not present in the account ID file, the job is not accepted. <div>  <p>Note: <i>You can only use this setting if the 'Identification' setting is enabled.</i></p> </div>
'Field separator'	<p>This setting allows you to select the character used in the account log files to separate the information.</p> <ul style="list-style-type: none"> ■ Comma (,) ■ Semi-colon (;).

Entering a Fixed Account ID

Introduction

Task for operators

When the 'Accounting mode' is set to 'Fixed', you must enter the account ID in the 'Accounting' section of the 'System manager' before you start to process your job. Each time a new account ID is required, you must enter that account ID.

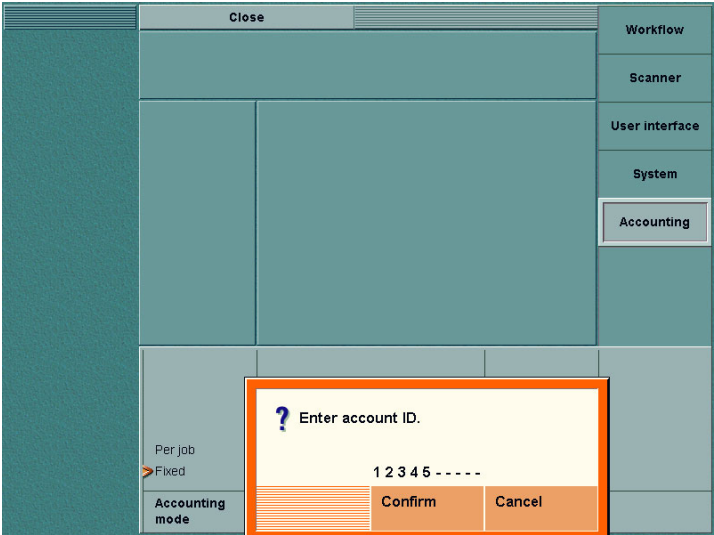


Note: When the setting 'Verification' in the 'Account settings' section in the Océ DS60 Settings Editor is enabled, the system checks the validity of the ID.

How to enter a fixed account ID

- 1. Press the function key 'System manager'.
- 2. Press the function key 'Accounting'.
- 3. Press the function key 'Set account ID'.

The following dialog box appears.



[9] Entering the Account ID.

- 4. Enter the account ID (1 - 10 digits).
- 5. Press the function key 'Confirm'.
- 6. Press the function key 'Close'.

You can start to process your jobs.

The accounting log file

About the accounting log file

Introduction

Information for system administrators

An accounting log file consists of data records. The data records contain information about the use of the Océ DS60. For each job on the Océ DS60, a new data record is added to the current accounting log file. Each data record in an accounting log file contains 53 fields.

The first record of an accounting log file is the header record. This record acts as the heading of a table. The header record always starts with 4300. Every subsequent data field starts with 4301. Records of type 4301 hold the actual accounting information for each job.

The Océ Smart Imager stores all the jobs into a temporary accounting log file (.acl file). Every night at midnight, the system converts this information into a permanent accounting log file (.csv file). At the same time, a new temporary accounting log file is created that remains active for 24 hours.

You can download the .csv file. Then you can import the file into, for example, Microsoft® Excel or Microsoft® Access.

The following table describes the fields of the data records in an accounting log file.



Note: *The Océ Smart Imager can store a maximum of 99 accounting log files. The oldest file is removed when the limit is reached.*

The fields of the accounting log file



[11] The fields of the accounting log file

(1 – 3)

Field name	Specification	Description
<recordtype>	4301	A number that identifies a data record
<jobid>	A number with a maximum length of 9 digits	When a new job starts, the Océ Smart Imager creates a unique job identification number
<jobtype>	Possible entries: <ul style="list-style-type: none"> ■ COPY ■ SCAN ■ SYSTEM 	Describes the type of job. <ul style="list-style-type: none"> ■ COPY: Direct copy job ■ SCAN: A scan-to-file job ■ SYSTEM: A test that was started in the service mode or service copy mode.

[11] The fields of the accounting log file

(2 – 3)

Field name	Specification	Description
<date>	<YYYY>-<MM>-<DD>	The date on which the job was finished or cancelled  Note: When you open the file in Microsoft® Excel, the date format changes into the date format that is defined in Microsoft® Excel
<time>	<hh>:<mm>:<ss>	The time on which the job was finished or canceled  Note: When you open the file in Microsoft® Excel, the time format changes into the time format that is defined in Microsoft® Excel
<result>	Possible entries: <ul style="list-style-type: none">■ Done■ Abrt	Information about the status of the job. <ul style="list-style-type: none">■ Done: The job was finished correctly.■ Abrt: The operator or the Océ Smart Imager stopped or canceled the job (for example in case of an error)
<username>	A text string with a maximum length of 255 characters	The user name that is defined for the job
<jobname>	A text string with a maximum length of 255 characters	This field is empty
<departmentname>		This field is always empty
<costcentre>	A text string with maximum length of 40 characters	The name of a department or user as defined in the 'Cost center' field of the 'Account' tab of the Océ DS60 printer driver. This field is empty when the attribute is not available
<custom>	A text string with maximum length of 255 characters	Information as defined in the 'Custom' field of the 'Account' tab of the Océ DS60 printer driver. In the 'Custom' field, the user can add additional information about the account settings. This field is empty when the attribute is not available
<accountjobnumber>		This field is always empty

[11] The fields of the accounting log file

(3 – 3)

Field name	Specification	Description
<accountid>	A number with a maximum length of 10 digits	The account ID as defined in the 'ID' field of the 'Account' tab of the Océ DS60 printer driver, or on the operator panel. This field is empty when the attribute is not available
<nofscana4>	Maximum 5 digits	The number of scanned letter-like sheets, including custom sized sheets of which at least one dimension is equal to or less than 10 inches
<nofscana3>	Maximum 5 digits	The number of scanned tabloid-like sheets, including custom sized sheets of which all dimensions are larger than 10 inches
<nofripa4>		This field is always empty
<nofsripa3>		This field is always empty
<nofsinglestaples>	Maximum 5 digits	The number of times that a single staple was defined in a job. This number does not include the staples from the off-line stapler
<nofdoublestaples>	Maximum 5 digits	The number of times that two single staples were defined in a job. This number does not include the staples from the off-line stapler
<outputdestination>	Possible entries: ■ FINISHER ■ OEM ■ SPECIAL	The output destination to which the job was sent. ■ FINISHER: Finisher ■ OEM: External finisher ■ SPECIAL: Upper output
<nofsimplex(1-6)>*	Maximum 5 digits	The number of 1-sided sheets of a certain paper type (1-6) used in a job
<nofduplex(1-6)>*	Maximum 5 digits	The number of 2-sided sheets of a certain paper type (1-6) used in a job
<paperformat(1-6)>*	A text string with a maximum length of 80 characters	The format of the paper type (1-6)
<papertype(1-6)>*	Possible entries: ■ PLAIN ■ INSERT ■ TAB ■ COVER	Description of the type of paper (1-6). ■ PLAIN: Standard paper ■ INSERT: Non-processed sheets ■ TAB: Tab sheets ■ COVER: A special front or back page



Note: * (1-6) refers to the type of paper (1, 2, 3, 4, 5, 6) that is used. The paper characteristics of the first paper type in a job are logged in the fields ending on '1'. The characteristics of the next, different paper type are logged in the fields ending on '2', and so on. For example, <papertype2> and <paperweight2> both correspond to the second type of paper in a job. If you use less than 6 paper types, the remaining fields are empty. If you use more than 6 paper types, these paper types are logged as if they were paper type 6. The maximum number of paper types per job is 6.

Save the account log files

Introduction

An account log file registers job information. The information is registered under the account number that you entered before you started a job. You can use this information for example to calculate the costs per customer, project or department. When you select the 'Log files' option, a list of hyperlinks appears. The first link is a link to an .acl file. The .acl file is the current account log file that the system uses to store the accounting information. This file remains active for 24 hours. The file is converted at midnight to a .csv file and added to the list of links. The name of each .csv file contains the date to which the file relates. The Océ Smart Imager can store a maximum of 99 log files. The oldest file is removed when the limit is reached.

How to save the account log file

1. Click the 'Settings' tab.
2. Click 'Accounting'.
3. Click 'Log files'.
4. Right-click the required link.
5. Click 'Save as...'
6. Browse to the location where you want to save the file.
7. Click 'Save'.

Select the field separator

Introduction

This setting allows you to select the character that is used in the account log files to separate the information. By factory default, the 'Field separator' setting is set to semi-colon. You can also select a comma.

How to select the field separator

1. Click the 'Settings' tab.
2. Click 'Accounting'.
3. Click 'Basic settings'.
4. Select the required value from the drop-down list of the setting 'Field separator'.
5. Click 'Apply'.

The account ID file

Download the account ID file

Introduction

To check or change the account numbers that are stored in the account ID file, you must download the account-ID.csv file from the Océ Smart Imager and save the file on your workstation. You can then update the file.

How to download the account ID file

1. Click the 'Settings' tab.
2. Click 'Accounting'.
3. Click 'ID file'.
4. Click 'Download'.
5. Right-click the account-ID.csv file and use the 'Save as...' option to save the file to a destination of your choice.

Uploading the Account ID File

Introduction

After you have updated the account-ID.csv file on your local PC, you must upload the file to the Océ Smart Imager to use the file.

How to upload the account ID file

1. Click the 'Settings' tab.
2. Click 'Accounting'.
3. Click 'ID file'.
4. Click 'Upload'.
5. Click 'Browse'.
6. Browse to the location of the account-ID.csv file and select the file.
7. Click 'Upload'.

Restore the factory default account ID file

Introduction

You can restore the factory default account ID file. The account-ID.csv file on your Océ Smart Imager will be overwritten. All changes will be lost. It is recommended that you keep a copy of a customized account ID file available, in case you need a backup of that file.

How to restore the account ID file

1. Click the 'Settings' tab.
2. Click 'Accounting'.
3. Click 'ID file'.
4. Click 'Restore'.
5. Click 'Restore' in the setting 'Restore factory default account ID file'.

Chapter 6

The copy function



The main copy concepts

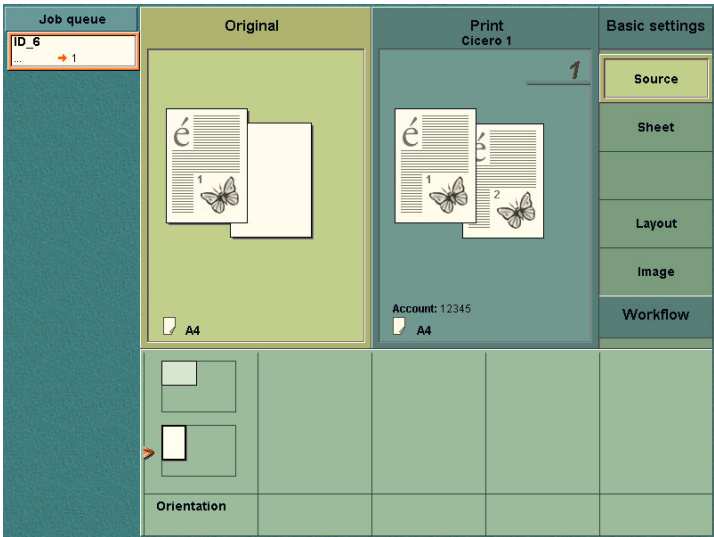
Types of job settings

Introduction

When you select a template, you can change the following settings for your job in the job editor.

- The settings in the 'Basic settings' section. This section is a subset of the most used settings in 'Original' and 'Print'.
- The original document settings in the 'Original' section.
- The document settings in the 'Print' section.

Settings for the original



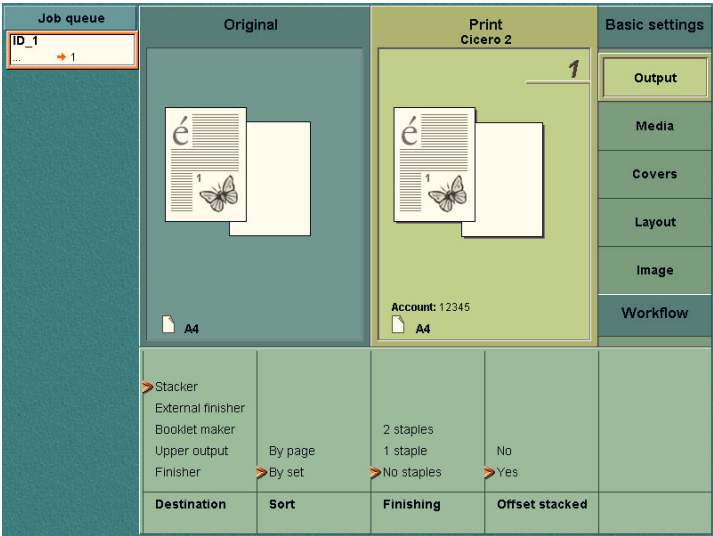
[10] The settings in the original section

The table below shows the settings for originals in the automatic document feeder or originals on the glass plate.

[12] Settings for the original


Settings for 'Original'	Settings	Definition
'Source'	'Orientation'	This setting is read-only for the originals to be scanned from the automatic document feeder. You can change this setting if you scan the original from the glass plate and the original is small enough to be scanned in two directions. (You can scan A3 only in 1 direction on the glass plate).
'Sheet'	'Size'	This setting is read-only for the originals to be scanned from the automatic document feeder. Select one of the preferred paper sizes in the list if you make a scan from the glass platen.
	'User-defined'	You can define the size of the 'Long edge' and the size of the 'Short edge' of the original.
'Layout'	'Original'	You can indicate if the originals are 1-sided or 2-sided.
	'Document type'	The icons show the following. <ul style="list-style-type: none"> ■ How the information is mapped on paper. ■ The binding edge of a 2-sided document. A 2-sided document can turn on the long edge or the short edge.
	'Margin erase'	This setting indicates the size of the margin part that is to be erased from the original, seen from the binding edge (see 'Document type').
'Image'	'Image type'	This setting describes the original. The system takes this information into account. This function enhances the quality of the copy job. You can indicate the type of information on the original. <ul style="list-style-type: none"> ■ 'Photo'. The original contains mainly an illustration or photo. ■ 'Text'. The original contains only text. ■ 'Mixed'. The original contains both text and an illustration.

Settings for the print




[11] The settings in the print section
The table below shows the settings that you can set for the print.


[13] Settings for the print (1 – 3)

Settings for 'Print '	Settings	Definition
'Output'	'Destination'	This setting indicates the destination of the prints. The destination can be the stacker, the external finisher (if configured) or the finisher.
	'Sort'	This setting indicates that the prints are sorted by set or by page.
	'Finishing'	<div>This setting indicates that the prints are stapled or not stapled. You can select 1 staple, 2 staples and no staples. The staple setting is only available when you select 'Finisher' as destination.</div> <div> Note: The position of 1 staple depends on the selected document type (landscape stapling possible).</div>
	'Offset stacked'	<div>This setting indicates that sets go into the finisher in offset stacks or straight stacks.</div> <div>'Yes'. Each set has an offset.</div> <div>'No'. Only the first set has an offset (every new job has an offset)</div>

[13] Settings for the print

(2 – 3)

Settings for 'Print '	Settings	Definition
'Media'	'Media'	The setting 'Media' displays the list of all media in the media catalog. This media catalog is a list of all the media types that your Océ DS60 can use. Use the star arrow keys  to select a media type to use for your job.
'Covers'	'Covers'	<p>You can select the following</p> <ul style="list-style-type: none"> ■ 'Front & back'. Your job has covers on the front and on the back. ■ 'Back'. Your job has a cover on the back only. ■ 'Front'. Your job has a cover on the front only. ■ 'No'. Your job has no covers.
	'Media'	Here you can set a media type for your front covers and back covers.
'Layout'	'Print'	This setting indicates that a print must be 1-sided or 2-sided.
	'Layout'	<p>You can select the following</p> <ul style="list-style-type: none"> ■ 'Booklet'. The Océ DS60 arranges the scanned pages in booklet order. The pages 1 and 4 are put on the front side of the sheet. The pages 2 and 3 are put on the back side of the sheet. ■ 'Same-up'. The Océ DS60 puts one and the same scanned image 2 times next to each other. By default, the system keeps the size of the originals. For example, when you put A4 originals into the automatic document feeder, the system sets the size of the prints to A3. When you cut the A3 sheets in two, you get 2 identical A4 copies of your document. To decrease your A4 originals to A5 prints, you can use the zoom function or select another media type. Same-up jobs require one media type for the prints. Therefore, when you use the set-build function on the operator panel or the page programmer in the printer driver, you cannot select more than one media type for the prints. ■ '2-up'. The Océ DS60 puts 2 consecutive, scanned images on one side of a sheet. ■ 'Normal'. The Océ DS60 uses the standard way of arranging. One image on one side of a sheet in the standard order.

Settings for 'Print '	Settings	Definition
	'Document type'	The icons show the following. <ul style="list-style-type: none">■ How the information is mapped on the paper■ The binding edge of a 2-sided document. A 2-sided document can turn on the long edge or the short edge.
'Image'	'Zoom'	The zoom range is between 25% and 400%.
	'Exposure'	You can adjust the settings for light areas and dark areas on the print independently. If an area on the print is light gray and you want it to be white, move the cursor in the 'Light' bar to white. If an area on the print is dark gray and you want it to be black, move the cursor in the 'Dark' bar to black.
	'Margin shift'	This setting indicates the image shift on the front and the rear side of the print seen from the binding edge (see 'Document type').
	'Shift to center'	This setting indicates that the image is put into the center of the sheet.
'Workflow'	'Destination'	This setting indicates the destination of copied documents when you send the documents to one of the remote printers. You have the following options: <ul style="list-style-type: none">■ 'Scheduled jobs'. Your jobs go to the list of jobs that are scheduled to be printed.■ 'Waiting jobs'. Your jobs go to the list of jobs that are printed at a later time. If you want to print a job that is in the list of 'Waiting jobs', you have to move the job to the 'Scheduled jobs' first. <div> Note: See the Operating manual of your printer for more information.</div>
	'Job ID'	A job ID is a number that you can set to identify your job (see ‘Changing the identification of jobs’ on page 35) .
	'Store as template'	If you often need setting values that are not in the standard templates, you can store your values in the 'Custom templates' (see ‘Creating and removing custom templates’ on page 60)

Offset stacked

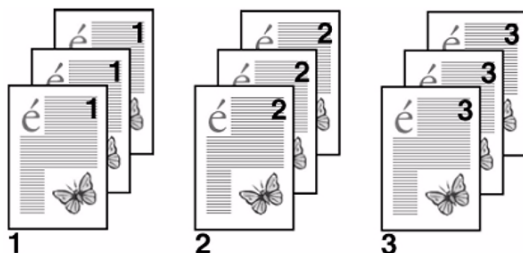
The prints are collated in the finisher and ejected in sets into one of the finisher's output trays. Select 'Offset stacked' to separate the different sets. If you set 'Offset stacked' to 'Yes', each printed set is moved approximately 1 cm to separate the set from the previous sets.

Sorted by page

You can sort sheets 'By page' or 'By set'.

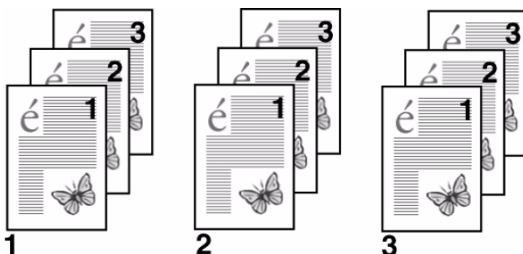
If you copy single-page documents like forms, sort the documents 'By page'. Sort 'By set' slows down the print speed within this copy job.

If you print one copy of a multi-page document, select sort 'By set'. Sort 'By page' slows down the print speed within this copy job.



[12] Sorted documents: 3 copies, sorted by page
Set 1.20.3: indicate the sorted sets 'By page'.

Sorted by sets



[13] Sorted documents: 3 copies, sorted by set
Set 1.20.3: indicate the sorted sets 'By set'.

Creating and removing custom templates

Introduction

Task for operators, key operators

The Océ DS60 offers 2 types of copy templates.

1. Standard templates
2. Custom templates.

The standard templates contain a combination of frequently used settings for copy jobs. You can edit the settings for each copy job, but the system does not store the changed settings.

However, the Océ DS60 enables you to use custom templates. You can create up to 5 templates with your own custom-made settings.

This procedure describes how to create and remove a custom template.

How to create a custom template

1. If necessary, select one of the 5 remote printers.
2. Select one of the copy templates.
3. Change the settings for 'Original' and 'Print'.
4. Press the function key 'Workflow'.
5. Press the function key 'Store as template'.
6. Use the numeric keys 1-5 to enter a number for the template you want to store.
7. Press the function key 'OK'.

The template is stored.



Note: *You can enter a number of a custom template that already exists. Then the system asks you to confirm that you really want to overwrite the existing template.*

How to remove a custom template

1. Press the 'System manager' function key.
 2. Press the 'User interface' function key.
 3. Press the function key 'Delete template'.
- The screen displays the available templates.
4. Use the numeric keys 1-5 to enter the number of the template you want to remove.
 5. Press the 'OK' function key.

The template is removed.



Note: *You can also press the function key 'Delete all' to delete all the custom templates.*

Use the custom templates

Introduction

Task for operators



This procedure describes how to use the custom templates. You can use the custom templates in the same way that you use the standard copy templates.

How to use a custom template

1. If necessary, select one of the 5 remote printers.
2. Press the function key 'Custom templates'.
The screen displays the custom templates that you defined ([see 'Creating and removing custom templates' on page 60](#)).



Note: The 'Custom templates' function key is only available if you have defined at least 1 custom template.

3. Use the function key below the template you want to use.
4. If required, edit the settings.
5. Enter the number of copies.
6. Press the Start key  to start the job or press the Set-build key  to scan the subset.

Using the copy function

Making a copy

Introduction

The Océ DS60 contains 5 standard templates for your copy jobs. You can also create 5 custom templates for your copy jobs (see *'Creating and removing custom templates'* on page 60).

The standard templates help you to improve your productivity.

You can select the following standard templates.



- 'Standard job'
- 'Front&back cover'
- 'Front cover'
- 'Same-up'
- 'Last used'.

When you use the Océ DS60, you have various options. You can make a copy, which is printed on one of the remote printers, or you can make a scan of your originals.

You have two more options when you make a scan:

- You can store the scanned document on a scan server and print the document later.
- You can send the scanned document to another server that contains pre-press software like Océ Doc Works®, Océ Doc Setter® or Océ PRISMAproduction®. The document is then processed. Finally, you can print the processed digital document. Select 'Scan' to scan an original or set of originals.

[14] The copy templates

Copy template	Description
'Standard job'	All the settings are the system default settings. You can define all the required settings.
'Front&back cover'	All the settings which are required for copy jobs that contain front and back covers are predefined. You can define the other settings for your job.
'Front cover'	All the settings which are required for copy jobs that contain front covers are predefined. You can define the other settings for your job.
'Same-up'	<p>All the settings which are required for same-up copy jobs are predefined. You can define the other settings for your job.</p> <p> Note: <i>Same-up jobs are jobs in which the same image appears twice on one sheet. The identical images are positioned next to each other. By default, the system keeps the size of the originals. An A4 original is changed to 2 A4 images on an A3 sheet.</i></p>
'Last used'	<p>The settings of the previous copy job will be used for your current copy job.</p> <p> Note: <i>This copy template does not contain the settings of all the subsets of a set-build job.</i></p>

Before you begin

- Remove all staples from your originals.
- Remove the paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the automatic document feeder does not contain more than 50 sheets (80 g/m² or 20 lb. bond).
- Make sure that the originals are not curled.

How to make a copy



Note: *Remember to select a printer first and a copy template next. When you select a copy template, you are no longer able to change the printer selection.*

1. Place the originals face-down and in readable form into the automatic document feeder or on the glass platen.
2. Select a printer in the following way: press the function key next to the printer of your choice, at the right-hand side of the operator panel.
3. Select a copy template.
4. Define the settings for 'Original' and 'Print'.
5. Enter the number of copies and the 'Finishing' method: '2 staples', '1 staple', 'No staples'.
6. Press the Start key .



Note: *You can also make a basic 'Green button' copy. Place the originals in the automatic document feeder or on the glass platen, select a printer and press the Start key .*

Disabling Double-sheet Detection

Introduction


The automatic document feeder of the Océ DS60 contains a 'Double-sheet detection' function. This function makes sure that the originals in the automatic document feeder are well separated.

If you want to copy or scan paste-up originals, disabling the 'Double-sheet detection' function can be convenient.




Note: *By default, the double-sheet detection is enabled.*

How to disable double-sheet detection

1. Press the 'System manager' function key.
2. Press the 'Scanner' function key.
3. Press the 'Double-sheet detection' function key.
4. Select 'Off'.
5. Press the 'System manager' function key.
6. The  icon appears.

How to enable the double-sheet detection

1. Press the 'System manager' function key.
2. Press the 'Scanner' function key.
3. Press the 'Double-sheet detection' function key.
4. Select 'On'.
5. Press the 'System manager' function key.
6. The  icon disappears.

Combining subsets into one document


Introduction

The Océ DS60 allows you to create your documents and make a report, a manual or a brochure. Combined (built) documents can include several parts like a title page, the table of contents, the different chapters and the appendices. You can scan or copy some parts of the document 1-sided and other parts 2-sided. You can define that the different parts of a document are printed on cover material and separation sheets or tab sheets. You can insert, for example, pre-printed paper and blank pages.


Subsets

A subset of a document is a number of pages to process in a defined method, for example print on red paper. When the required processing method (for scanning or printing) changes, a new subset begins. When you process parts of a document in a different way, you must divide the document into subsets.

The Set-build key

You can scan different subsets with the Set-build key . You can find the set-build key on the operator panel and on the scanner. When you use the set-build key, the following settings do not apply to the subset, but to the whole job.

- The number of copies
- The destination
- The sort order
- The staple setting
- The offset stack.

You can use the set-build key  for originals on the glass plate and originals in the automatic document feeder.




Note: *When you use the automatic document feeder, the size of the originals must be one of the supported standard sizes.*

When to do

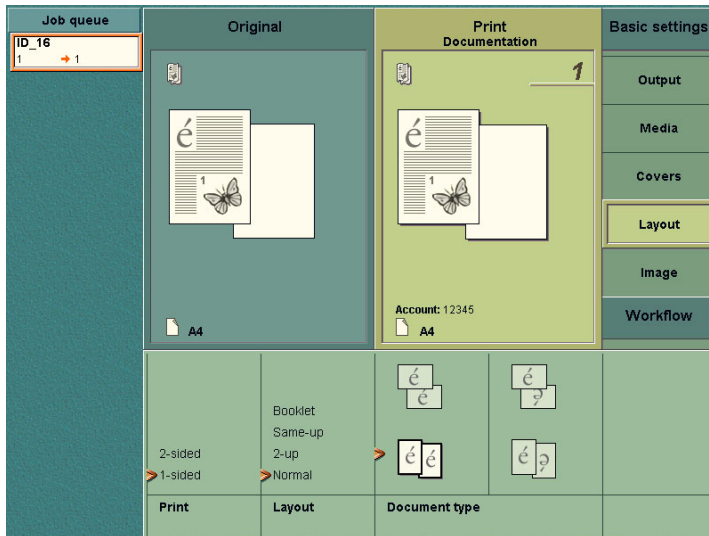
Use the procedure below for example to do the following:

- Print a document with many pages.
- Print the appendices of a document on colored paper.
- Insert blank pages into a document.

Before you begin

Divide your document into subsets. For example a subset on red paper or a scan with a specific dark exposure setting. When the processing method changes, a new subset begins. You must scan each subset separately, using the set-build key ().

Illustration




[14] Defining the document type

How to prepare your originals

1. Jog the subset of originals carefully to make a straight stack.
2. Put the stack face down and in the readable form into the automatic document feeder.
3. If necessary, adjust the original guides.
4. Press the key for a template, for example 'Standard job'.
5. Press the key for 'Original'.
6. Define the settings for the original.
7. Press the key for 'Print'.
8. Define the settings for the document to print.

How to scan the subset

1. Press the set-build key (.


Result

The originals in the automatic document feeder are scanned. The originals are added to the other subsets. You can see the number of scanned subsets on the screen in the feedback area. The screen also displays extra feedback for tabs and inserts.



Note: *When you are building a set, the next subset starts with the settings of the previous subset. To process the new subset in a different method, you must define new settings.*

How to finish your combined document

1. Wait for the scan job to finish.
2. Define the settings for the next subset.
3. Scan the next subset.
4. Repeat the steps 1, 2 and 3 above to scan more subsets.
5. Select 'Output' to define the settings for Destination, Sort order, Staples and the Stacking method.
6. Set the number of copies with the numeric keys on the keyboard.
7. Press the start key () to print the whole document (add the job to the job queue) or to send the job to the local mailbox.



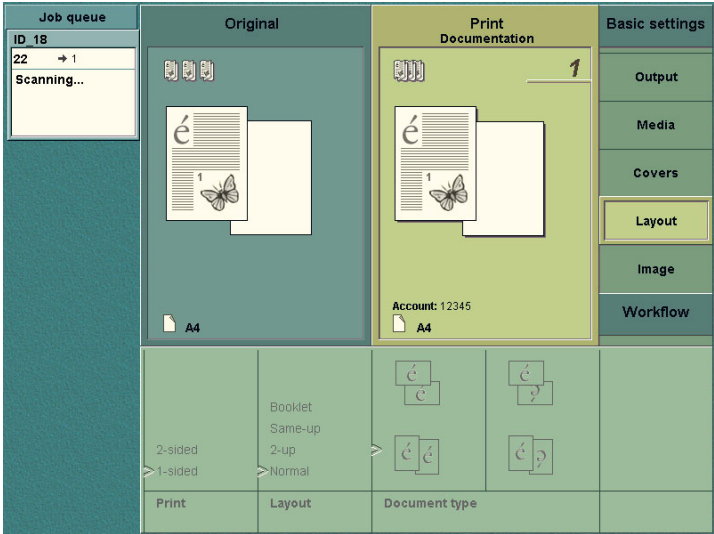
Note: *When you press the start key, the selected output settings and number of copies apply to the whole job.*

Deleting subsets

Introduction

You can delete subsets with the correction key ([C]). If you press the correction key, you can remove the last scanned subset. You can delete as many subsets as needed, starting at the last subset.

Illustration



[15] Three Subsets. The last subset can be deleted.

How to delete subsets

1. Press the correction key ([C]).

[15] Correction key behavior

If you press the correction key [C]	Then
once	the number of copies setting is reset to one
two times	all other settings are reset to the default values of the template
three times	you delete the last subset after confirmation

The following dialog box appears. 'Delete last subset?' Yes / No

2. Select 'Yes' to delete the subset.
3. Press the correction key again ([C]) again.

The following dialog box appears. 'Delete last subset?' Yes / No

4. Repeat step 3 until all the incorrect subsets are deleted.

Including Tab Sheets and Inserts

Introduction

Inserts and tab sheets are media that you can use for example to indicate the start of a new chapter in a report. Inserts can be blank sheets but also pre-printed sheets or copied sheets. Tab sheets are defined as A4-size media or as custom-size media.

To include tab sheets and inserts into a document, you must use the 'Set-build' function of the Océ DS60 (see '[Combining subsets into one document](#)' on page 66). You then divide your document into subsets. The first subset for example is a chapter. The next subset is an insert or tab sheet that indicates the start of the next chapter. Then follows the next subset, which is a chapter. After you defined all the settings for all the subsets, the Océ DS60 joins all the subsets into one complete document.

The media type

Before you can use tab sheets or inserts, you must define certain media as media with the **type** of tab sheet or insert. You can select for example normal, insert or tab sheet for the media type. The tab sheets and inserts get special icons.

The definition of media types

You must define the media types in the 'Media catalog' of the Settings Editor of one of your remote printers, **not** in the 'Media catalog' of the Océ DS60. This 'Media catalog' is then used for the Océ DS60 and all connected printers.

Tab sheets with A4-size

Tab sheets with A4-size are approximately 12 mm larger than the actual A4-size. However, you there are two ways you can define A4 size tab sheets in the 'Media catalog'.

- Like tab sheets with A4-size
- Like tab sheets with custom size, for example the A4-size (for the media) + 12 mm (for the tab).

Refer to the online help of the Settings Editor of the Océ VarioPrint® 6250 for more information.



[16] A job with tab sheets

The tab sheets are represented by special icons.

Inserts

The Océ DS60 can handle 2 types of insert.

- Regular inserts
- Process inserts.

Regular inserts are media that move through the printer via a separate path and are not printed. This path is called the cold paper path. The system also does not process the inserts.

Process inserts are media that move through the printer via the warm paper path, but are not printed. The system processes the inserts in the same way the other media are processed.

The processing via the warm paper path is faster than the processing via the cold paper path. If you use process inserts instead of regular inserts, you will increase the productivity of the remote printer.

When you define the media in the 'Media catalog' of the Settings Editor of one of the remote printers, you must select between the types process insert and regular insert. Always use your media and the type of ink on the media as the base for your selection. Some media and types of ink react adversely to heat. Such media and ink types must always go through the cold paper path.



Attention: Because process inserts move through the warm paper path, the inserts can become hot. Therefore, do not use media that can react adversely to

heat, for example polythene media in the warm paper path. Define such media as (regular) inserts instead. When you have any doubts about the maximum temperature that is allowed for your media or ink, always select the cold paper path.



Note: Consider including a reference to the method of processing in the names of your inserts when you define the media in the 'Media catalog'. Because the two insert types share an icon, you will not see any difference between the two types. A reference in the name of the inserts helps to prevent confusion between the two types at the operator panel.

Illustration




[17] A job with inserts. Special icons represent the inserts.

How to scan your set of originals

1. Divide your document into subsets (see [‘Combining subsets into one document’](#) on page 66).



Note: A tab sheet or insert is a separate subset.

2. Put the first subset face down and in readable form into the automatic document feeder.
3. Define the settings for the subset.
4. Press the set-build key  to scan the first subset.
5. Repeat the steps 2-4 for each separate subset.


Result

The originals in the automatic document feeder are scanned. The originals are added to the other subsets. You can see the number of scanned subsets on the screen in the feedback area. The screen also displays extra feedback for tabs and inserts.



Note: *When you are building a set, the next subset starts with the settings of the previous subset. To process the new subset in a different method, you must define new settings.*

How to finish your combined document


1. Select 'Output' to define the settings for 'Destination', 'Sort', 'Finishing' and 'Offset stacked'.
2. Set the number of copies with the numeric keys on the keyboard.
3. Press the start key () to send the whole document to one of the remote printers (add the job to the job queue).



Note: *When you press the start key, the selected output settings and number of copies apply to the whole job.*

Concatenation and chapterization

Introduction

The set-build key () of the Océ DS60 joins different originals, called subsets, into one digital document, for example a report or book. You can change 1-sided originals into 2-sided documents. If the originals result in an odd number of pages the Océ DS60 will detect this. An odd number of pages can result in an empty page between the subsets.

Concatenation

You decide to print the next subset on this empty page (do not keep the empty page).

Chapterization

You decide to keep the empty page and start the next subset on a new sheet (a new chapter starts on a new sheet).



Note: *You can use concatenation and chapterization only for originals fed through the automatic document feeder. If you use the glass plate, the screen will not display the message 'Empty page detected on back of sheet. Keep empty page?'.*

When to do

When you use the set-build key to join subsets, you can do the following.

- Keep an empty page between the subsets, or not.
- Use this setting for the whole document, or not.

Before you begin

Divide your document into subsets. For example, put your first set of originals into the automatic document feeder. Use the set-build key to start a new subset.

Illustration




[18] Chapterization: keep empty page




[19] Concatenation: no empty page between subsets

Example: How to use concatenation and chapterization

1. Put a 1-sided subset that contains an odd number of pages, face down and in readable form into the automatic document feeder.
2. Press the key for a template, for example 'Standard job'.
3. Press the key for 'Original'.
4. Define the settings for the original. Make sure that the setting for the original is 1-sided.
5. Press the key for 'Print'.
6. Define the settings for the document to print. Make sure that the print is set to 2-sided (so that you can use the function **concatenation and chapterization**).
7. Press the set-build key () to scan the 1-sided subset.

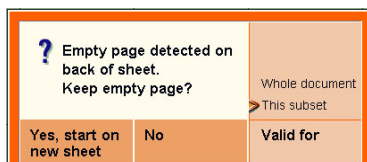
How to scan the second subset

1. Put the second subset into the automatic document feeder.
2. Repeat the steps 3 to 6 from the above procedure.
3. Press the set-build key () to add the subset.

Result

After you press the set-build key for the second time, a message appears. An empty page is detected.

The last page of the first subset is printed on the front of a sheet. The back of the sheet is empty. You can select to print on the empty page, or not.



[20] Empty page detected dialog box

[16] Keep empty page settings

If you select	Then
'Yes, start on new sheet'	The first subset has an empty back side, which is not used. The next subset starts on a new sheet.
'No'	The next subset starts on the back side of the last sheet of the previous subset. There is no empty page between the two subsets.
'Whole document'	The next subsets all have the same setting.
'This subset'	The setting is used for this subset only.



How to finish your document

- 1. Finish the settings of the subsets.
- 2. Select 'Output' to define the settings for 'Destination', 'Sort', 'Staple' and 'Offset stacked'.
- 3. Set the number of copies with the numeric keys on the keyboard.
- 4. Press the start key to print the whole document.

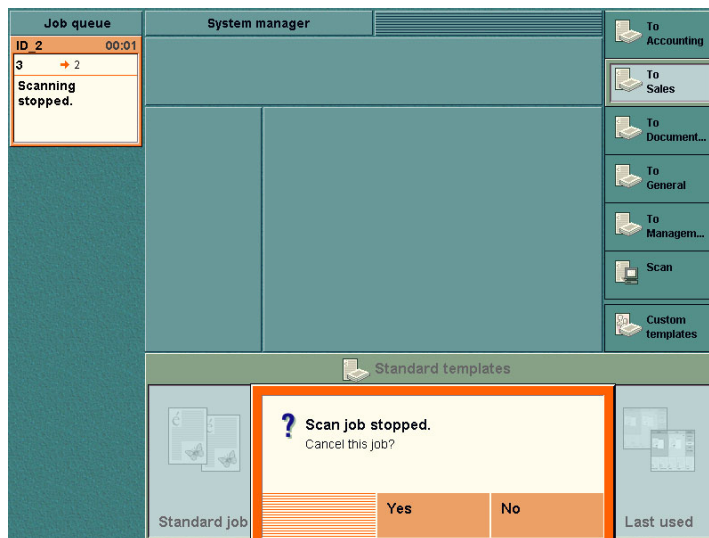
Stopping scanning

Introduction

Task for operators



You can stop a scan job with the Stop key  and the Correction key  on the operator panel. If you press either of these keys, the scanning stops after the scanner has processed the originals that were already separated in the automatic document feeder.

Illustration



[21] Stopping scanning

How to stop a scan job

1. Press the Stop key  or the Correction key  on the operator panel while the scanner scans the originals.
The operator panel displays the message 'Scan job stopped. Cancel this job?'.
2. Press the function key 'Yes' to cancel the job.
3. Press the function key 'No' to continue the job.

Result

1. The job in the job queue is now displayed in orange.
2. The scanning of documents stops.
3. The message with the two options appears. You can cancel or resume the job.
4. When you select 'Yes', the job is removed from the queue.



Note: *If you use the set-build function, 'Yes' will only cancel the last subset, not the job in the job queue.*

Special copy jobs

Create a booklet

Introduction

Task for operators

You can create a document that has a booklet layout. The Océ DS60 then reshuffles the scanned pages in such a way that the scanned pages 1 and 4 are put on one side of a sheet and the scanned pages 2 and 3 on the other side of the sheet. Next, the scanned pages 5 and 8 are put on one side of the next sheet and the scanned pages 6 and 7 on the other side. The remaining pages are arranged on the sheets in the same way. After the documents are printed, you can fold, cut and staple the prints to get booklets.

When you select the booklet layout, the media size of 'Print ' is automatically adjusted. If your originals are A4 size, the media size of the prints is set to A3. If your originals are A5 size, the media size of the prints is set to A4. You can use the zoom function to adjust the media size of the prints. Select 'Print ' --> 'Image' and then 'Zoom' to adjust the zoom factor.

You can also use the 'Set-build' function to create a document with a booklet layout (see *'Combining subsets into one document' on page 66*).

Before you begin

- Remove all staples from your originals.
- Remove the paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the originals are not curled.

How to create a booklet

1. Put the originals into the automatic document feeder.
2. Select one of the remote printers.
3. Select one of the templates.
4. The operator panel displays the 'Basic settings' section.
5. Select --> 'Layout' --> 'Layout' and then 'Booklet'.



Note: *The Océ DS60 also allows you to copy originals that already have a booklet layout. If you copy originals with a booklet layout, you must set the setting 'Layout' to 'Normal' and **not** to 'Booklet'. There is no need to set the 'Layout' setting to 'Booklet' because your originals already are in booklet form.*


6. Define the other settings.
7. Enter the number of prints.
8. Press the Start key .

Creating booklets with covers

Introduction

Task for operators

Create an A4 booklet from A4 originals

1. Put the originals into the automatic document feeder.
2. Select one of the remote printers.
3. Select a template with settings for covers: 'Front & back', 'Back' or 'Front'.
4. The 'Basic settings' section is displayed.
5. Select 'Layout' --> 'Layout' and then 'Booklet'.
6. In the 'Covers' section, press the function key for 'Covers' to select the required cover type ('Front & back', 'Back', 'Front', 'No'). Press the function key for 'Media' to select the media type for the covers.
7. Use the numeric keys to enter the number of prints.
8. Press the Start key .

Chapter 7

The scan function



Introduction

Introduction to the scan-to-file function

Introduction

Information for operators, system administrators

The scan-to-file function is optional for the Océ DS60.

The scan-to-file function provides a way to convert the information of a physical document into a digital document. The Océ DS60 supports the Adobe® Portable Document Format (PDF) and the TIFF format for scan jobs. You can only use this scan-to-file function if you installed a valid license.

When you scan a document to file, the generated file is exported to a folder or digital storage area on a scan server. The export mechanism is normally FTP. You can get the file from this destination folder on the scan server.

Definition

When you scan a document to file, you must first select a **scan profile**. A scan profile is a combination of the following preset settings for scan jobs.

- The destination for the resulting file
- The resolution
- The file format.

Your company can use many scan profiles. For example, each department can have a scan profile to archive the files, a scan profile to display the files on screen and a scan profile to print the files. An example of a scan profile is 'Purchasing, 300 dpi, TIFF'.

When you use a scan profile, your document is scanned with the resolution defined in the scan profile. The generated file has the format and the location indicated in the scan profile. The file name, scan resolution and file format are fixed. You cannot change these items on the operator panel.

There are some settings that you can change, but only for the **current** scan job.

[17] Settings That You Can Change for the Current Scan Job

'Basic settings'	Settings for 'Original' only	Settings for 'Scan' only
'Original': '1-sided' or '2-sided'	'Source': 'Orientation'. Only for scans made from the glass platen. This setting is read-only for scans made from the automatic document feeder.	'Media': 'Size'.
'Document type'	'Sheet': 'Size'. Only for scans made from the glass platen. This setting is read-only for scans made from the automatic document feeder. If you select 'User-defined', you must set the 'Short edge' and the 'Long edge'.	'Image': 'Exposure'
'Size'	'Layout': 'Margin erase'.	
'Zoom'	'Image': 'Image type'. The image type can be 'Photo', 'Text' or 'Mixed'.	

You can select a scan profile on the base of three items. These items were included when the scan profile was defined in the Océ DS60 Settings Editor. You cannot change these items on the operator panel.

[18] The contents of a scan profile

Item	Definition
Name	The name can indicate a departmental directory or a department.
Resolution	The resolution indicates the number of dots per inch. You can select 300 dpi or 600 dpi.
File format	Select the TIFF format, if you require a general format, compatible with a range of graphical applications. Remember that a TIFF file can be large in size. Select the PDF format, if you require a format that is compatible with the Acrobat® applications. A PDF is a file with compressed graphics and text. This format matches all print systems and is common in the Internet environment.

Tasks for system administrators to maintain the scan-to-file function

The system administrator must do the following to enable and maintain the scan-to-file function:

- Configure the scan server.
- Configure the export function for the scan jobs.
- Create the scan profiles.
- Download the scan profiles from the Océ DS60 Settings Editor to change the settings of the scan profile.
- Upload the scan profiles to the Océ DS60 Settings Editor after the settings are changed.
- Install the scan server to which the files are sent.



Note: *See the on-line help of the Océ DS60 Settings Editor for more information about the above tasks of the system administrator.*

The scan-to-file concept

Definition

In the scan-to-file concept, you scan a document on the Océ DS60 on the basis of a scan profile (see *‘Introduction to the scan-to-file function’ on page 84*). The scanned document is then sent to a directory on the scan server.

The structure of the concept

An example of the operating environment for the Océ DS60 is an environment that contains several Océ VarioPrint® 6250 printers, several output and finishing devices, a scan server and an application server, all connected to the Océ DS60. The application server contains pre-press software, like Océ Doc Works®, Océ DocSetter® or Océ PRISMAproduction®.

Inside the Océ DS60 you will find the Océ Smart Imager, which contains the scan profiles and the Océ DS60 Settings Editor. The Océ DS60 Settings Editor is the application used to manage and change the scan profiles and to configure the scan server.

Preparation

To get the workflow described below, you need to perform several actions, as shown in this table.


[19] Preparing a scanning workflow

(1 – 2)

Step	Action	Remarks
1	Install the printers.	
2	Link the printers to the Océ DS60 and if necessary, to the output devices.	

Step	Action	Remarks
3	Configure the scan server.	<p>You must configure the scan server in the Océ DS60 Settings Editor. Enter the following:</p> <ul style="list-style-type: none">■ Host name or IP address of the scan server■ A user name to access the FTP account on the server■ A password to access the FTP account on the server■ A destination directory for the scanned documents. <p>See the online help of the Océ DS60 Settings Editor for more information.</p>
4	Configure the export function for the scan jobs.	
5	Create and customize the scan profiles.	
6	Install the scan server to which the files are sent.	If you want to send documents directly from the scan server to a remote printer, you must install a printer driver on the scan server.
7	Install the application server for pre-press applications.	
8	Install printer drivers for the remote printers on your application server.	

The scanning workflow

When you make a scan on the Océ DS60, the first thing to do is select a scan profile. After you change the settings to your needs, press the start key . The scanned document is sent to the directory on the scan server that was specified in the Océ DS60 Settings Editor.

You now have two options:

- You can store the scanned document on the scan server for some time so that you can print the document later on one of the remote printers. This workflow is called **postponed copying**.
- You can also open the document in a pre-press application on the application server and process the document further. You can then print the processed document on a remote printer.

Introduction to the scan-to-email function

Introduction

Information for operators, system administrators

The scan-to-email function is a part of the optional scan-to-file function on the Océ DS60. Scan to email runs on the GX270 platform and more recent platforms.

Definition

Scan to email allows you to scan a document and attach this scanned document to an email. The email is then automatically sent to the indicated email address. Like in the scan-to-file function, the format of the generated document is Adobe® Portable Document Format (PDF) or Tagged Image File Format (TIFF).

The difference between scan to file and scan to email is the following. A document that was generated with the scan-to-file function, is stored on an image server. You can get the document from the image server. A document that was generated with the scan-to-email function, is attached to an email message. This email message is automatically sent to a mail server and, from that mail server, to an indicated email address. If the Océ DS60 cannot send the email message, the message with the attached document is not saved, but removed after an indicated time.


Scan-to-email profiles

When you start a scan-to-email job, you must first select a **scan-to-email profile**. A scan-to-email profile is similar to a scan profile ([see 'Introduction to the scan-to-file function' on page 84](#)).

Scan-to-email profiles are stored in a scan job ticket file (SJT), which is uploaded to the Océ Smart Imager. An SJT file can contain scan profiles and scan-to-email profiles at the same time.

User codes

The scan-to-email function includes user codes. A user code is a unique number, for example a telephone number or a salary number, that is mapped to an email address. The combination of this user code and the matching email address is stored on an LDAP server or entered in an address list file.

You need a user code to start a scan-to-email job. When you press the Start key , you are asked to enter the code.

Attributes of the scan-to-email function

You must configure the following items to use scan to email.

- An SMTP server. This server is the mail server (see *'Configure the mail server' on page 93*).
- An LDAP server (see *'Configure the recipient search - LDAP server' on page 95*), an address list file (see *'Configure the recipient search - Address list file' on page 96*) or both items. The server or list contains the mapping to email addresses.
- The address mapping function in the Océ DS60 Settings Editor.



Note: *Refer to the on-line help of the Océ DS60 Settings Editor for more information about the configuration of the scan-to-email function.*

Configuring the scan function

The Configuration of the Scan-to-file Function

Introduction

Information for system administrators

The scan-to-file function is an optional function that enables you to scan analogue or physical documents and create digital files. You must configure the following items to make this scan-to-file function operational.

- 1. The scan server
- 2. The scan settings in the Océ DS60 Settings Editor
- 3. The settings for the Scan Job Ticket (SJT).

Scan-to-file Function

The table below shows the actions that are necessary to configure the items in the list.

[20] Scan-to-file Function

Step	Action
1	<ul style="list-style-type: none">■ Define a scan server on the network to store the scan jobs■ Create an FTP account (a user name, a password and a destination directory) on the scan server■ Share the destination directory under the FTP root on the scan server.
2	<ul style="list-style-type: none">■ Access the scan-to-file settings and the scan server settings in the Océ DS60 Settings Editor.■ Define the settings for the scan server.
3	<ul style="list-style-type: none">■ Access the settings for the scan job ticket in the Océ DS60 Settings Editor.■ Define the settings for the Scan Job Ticket (see ‘The scan profiles file’ on page 97).

The configuration of the scan-to-email function

Introduction

Information for system administrators

The scan-to-email function is a part of the optional scan-to-file function. You must have a valid license for the scan-to-file function to use the scan-to-email function.

You must do the following:

- Configure the Océ DS60 Settings Editor
You must configure the mail server and the recipient search. For the recipient search, you can configure an LDAP server or use an address list file.
- Upload a scan job type (SJT) file to the Océ Smart Imager (see '[The scan profiles file](#)' on page 97).

The SJT file can contain both scan-to-file profiles and scan-to-email profiles. There is no difference in format between the two types of profile. The prefix selector string described in the table below and the application selector string in a profile render a job a scan-to-file job or a scan-to-email job. These two strings must be identical.



Note: You *must* enter values for all settings described in the tables. Otherwise, the scan-to-email function will not work correctly.

Configure the mail server

[21] Mail server settings

(1 – 2)

Mail server settings	Description
Server address	The address of the mail server. You must enter one server address. This address can be a host name of 32 characters or an IP-address. Default: Empty
Port number	Default: 25
User name	The user name gives you access to the server. This user name can be any name of up to 20 characters (a-z, A-Z, 0-9, _). Default: Empty

Mail server settings	Description
Email address of the sender	Enter the email address of the system that sends the email message, for example your controller. You can use the characters a-z, A-Z, 0-9, @, ., _ Do not start an email address with a number. Default: Empty
Prefix selector string	Identify the scan jobs that are sent to email. The prefix separates the scan-to-email jobs from the scan-to-file jobs. You can use up to 8 characters (a-z, A-Z , 0-9, _). The prefix selector string must be identical to the application selector string in the scan-to-email profiles. Default: Email

Configure the recipient search - LDAP server


Next, you must configure the address source, the source that contains the list of user codes and email addresses. This address source can be the LDAP server or an address list file. If you use an LDAP server, you must check the 'Enabled' check box to enable the 'LDAP server' and configure the settings described below.

[22] Recipient search settings - LDAP server

Recipient search settings - LDAP server	Description
'Port'	Default: 389
'Host name/IP address'	Enter the address of one LDAP server. This address can be a host name of 32 characters or an IP address. Default: Empty
'User name'	The user name gives you access to the server. This user name can be any name of up to 20 characters (a-z, A-Z, 0-9, _). Default: Empty
'Password'	The password can be any word of up to 20 characters (a-z, A-Z, 0-9, _). Each character that you enter is shown as an *. Default: Empty
'Search database'	Define the path to the search database. The search database is the area in which an email address is searched. The search database can be any data file that contains at least unique identifiers for the users and email addresses. The search is from top to bottom only. You must enter the top node of the search database to enter the data in the file. Default: Empty
'User identification'	This attribute is the field that is compared with the code that is entered on the operator panel. Default: Empty
'E-mail address attribute'	An email address is connected to a unique user identifier. When a search is done on the server, the first email address that is connected to the entered user identifier, is returned. See 'Email address of the sender' above for the format requirements. Default: Empty

Configure the recipient search - Address list file

[23] Recipient search settings - Address list file

Recipient search settings - Address list file	Description
	<p>When you have no LDAP server, you can use an address list file to search for recipients. When an address list file is available, this file is always used. You can upload and download the address list file to the Océ Smart Imager. The address list file is a comma-separated values (csv) file. The address list file must contain a user identifier column and an email address column. The user identifier must be a unique number of up to 20 digits (0-9). See 'Email address of the sender' above for the format requirements of the email address.</p> <div><p>Note: <i>The name of the address list file must always be ral.csv. Other file names are not accepted. The header of the user identifier column must always be ruid. The header of the email address column must always be address.</i></p></div>

The scan profiles file

Introduction

Information for system administrators

The scan profiles contain the default settings for your scan jobs. The scan profiles are templates that you can access in the 'Scan' section of the operator panel. The scan profiles are stored in a file on the Océ Smart Imager. The file is called sjt.csv.

The sjt.csv file contains information about the default settings of a scan profile. For example the scan profile name that is displayed on the operator panel and the format of the file that the system will create. To change the settings of a scan profile permanently, you must first download the sjt.csv file from the Océ Smart Imager (see [‘Download - Scan profiles’ on page 103](#)). Then you can open the file in for example Microsoft® Excel and change the settings. You can also add new scan profiles.



Note: *The sjt.csv file can contain a maximum of 99 scan profiles.*

After you changed and saved the file, you must upload the file to the Océ Smart Imager (see [‘Upload - Scan profiles’ on page 104](#)). The changed file overwrites the previous file.



Note: *For each scan job, you can change a number of scan profile settings on the operator panel. First select a scan profile, then press the function key 'Edit...'. The changes on the operator panel are only valid for the current scan job. You cannot change a scan profile on the operator panel permanently. To change the settings of a scan profile permanently, you must download, edit and upload the sjt.csv file.*

The record fields of the sjt.csv file




[24] The fields of the sjt.csv file



(1 – 5)

Field name (header)	Description
dispname*	Display name Use this field to enter a name for the scan profile. The name of the scan profile is displayed on the operator panel. The name can be any name between 1 and 40 characters. You can use all alphanumeric characters except <CR>, <LF>, <,> and <;>.
format*	File format Use this field to define the format and the compression of the scan jobs. You can enter one of the following values. <ul style="list-style-type: none">■ TIFF G31D_MH TIFF CCITT Group 3 1D modified Huffman compressed images■ TIFF G42D_Fax TIFF CCITT.T6 Group 4 2D compressed images■ PDF G31 D_MH PDF version 1.3 with Group 3 1D modified Huffman compressed images■ PDF G42D_Fax PDF version 1.3 with Group 4 2D compressed images.
ilc*	Image Logic characteristics Use this field to define the optimal scan result for a defined purpose. You can enter one of the following values. <ul style="list-style-type: none">■ 1 Resolution: 600 dpi. This value optimizes your scan job for printing on Océ Copy Press systems■ 2 Resolution: 300 dpi. This value optimizes your scan job for viewing and archiving purposes■ 3 Resolution: 600 dpi at 85 lpi. This value optimizes your scan job for printing on for example Océ Demandstream® systems■ 4 Resolution: 600 dpi at 106 lpi. This value optimizes your scan job for printing on for example Océ Demandstream® systems.

[24] The fields of the sjt.csv file



(2 – 5)



Field name (header)	Description
prefix*	<p>File name prefix</p> <p>Use this field to define the scan job type, for example 'Memo', 'Archive' or 'Email'. The string can have a length of maximum 8 characters (a-z, A-Z, 0-9, _). The prefix is a fixed part of the file name.</p> <p> Note: You can leave this field empty. However, the field name is required.</p>
minnr* maxnr*	<p>Number of digits required to identify a scan job</p> <p>Use these fields to define the minimum and the maximum number of digits the user must enter to use the scan function. The entered digits are stored in the file name. The numeric strings can have a length of maximum 20 digits. When both fields are 0, the system does not ask for an input.</p> <p> Note: The 'maxnr' must be equal to or larger than the 'minnr'.</p>
name_nr_title*	<p>Title of the user dialog</p> <p>Use this field to define a title for the dialog that appears when the user must enter digits to use the scan function. The title explains to the user which digits are required. You can enter a title of maximum 40 characters. You can use all the alphanumeric characters except <CR>, <LF>, <,> and <;>.</p> <p> Note: You can leave this field empty. However, the field name is required.</p>
cfname*	<p>File name feedback</p> <p>Use this field to activate a dialog that displays the file name of your scan job. This dialog can be useful when you do not use a numbering system for your scan jobs. You can write down the file name of your scan job. The date and time in the file name are used as a reference. The operator panel displays a dialog with the same title as for the 'Title of the user dialog' described above. Below the title, the name of the scan job is displayed. You can define the following.</p> <ul style="list-style-type: none"> ■ y Enter 'y' (yes) to show the dialog. ■ n Enter 'n' (no) to hide the dialog.
subfolder	<p>Subfolder</p> <p>Use this field to define the path to a subfolder on the scan server where the files will be stored. When this field is empty, the files will be stored in the folder on the scan server that is configured as the root folder. The maximum number is 150 subfolders.</p>

Field name (header)	Description
postfix	<p>File name postfix</p> <p>Use this field to add a postfix to the file name of your scan job. For example, when the prefix is 'Email', you can add a default email address as a postfix. The string can have a length of maximum 30 characters. You can use all the alphanumeric characters except / \ : * " < > <CR> and <LF>. The postfix is a fixed part of the file name.</p>
OrigOrientation	<p>Orientation of the originals</p> <p>Use this field to define the orientation and binding of the originals in the scanner. You can define the following.</p> <ul style="list-style-type: none">■ portrait book■ portrait calendar■ landscape book■ landscape calendar <div><p>Note: When you leave this field empty, the system uses the default orientation and binding. You can also define the orientation and binding on the operator panel.</p></div>
OrigDuplex	<p>Original 1-sided or 2-sided</p> <p>Use this field to define whether the originals in the scanner are 1-sided or 2-sided. You can define the following.</p> <ul style="list-style-type: none">■ on The originals are 2-sided■ off The originals are 1-sided <div><p>Note: When you leave this field empty, the system uses the default value. You can also define the value on the operator panel.</p></div>

[24] The fields of the sjt.csv file

(4 – 5)

Field name (header)	Description
OrigKind	<p>Type of the originals Use this field to define the type of originals in the scanner. You can define the following.</p> <ul style="list-style-type: none"> ■ photo ■ text ■ auto ■ mixed <p> Note: When you leave this field empty, the system uses the default type of originals. You can also define the type of originals on the operator panel.</p>
OrigZoom	<p>Zoom of the originals Use this field to define the zoom factor for the originals in the scanner (25%-400%).</p> <p> Note: When you leave this field empty, the value is set to 100%. You can also define the zoom factor on the operator panel.</p>

Field name (header)	Description
OrigFormat	<p>Media size of the originals</p> <p>Use this field to define the media size and the feed direction of the originals in the scanner. An example of the notation is: A4 lef. You can define the following media sizes.</p> <ul style="list-style-type: none">■ A5■ Statement 5.5x8.5■ B5■ Letter 8.5x11■ A4■ Foolscap■ Folio■ Legal 8.5x14■ B4■ A3■ US Gov 8x10.5■ Tabloid 11x17■ Commercial■ Letter Gov 8.5x10■ Legal Gov 8.5x12■ Letter 8.25x10■ Legal 8.5x13 <p>You can define the following feed directions.</p> <ul style="list-style-type: none">■ sef (short-edge feed)■ lef (long-edge feed). <div><p>Note: When you leave the fields for the media format or the feed direction empty, the system uses the default values. You can also define the media format and the feed direction on the operator panel.</p></div>
DestFormat	<p>Media size of the files</p> <p>Use this field to define the media size of the resulting scan files. You can select a media size from the range that is described above.</p> <div><p>Note: When you leave this field empty, the media size of the output is the same as the media size of the originals. You can also define the media size of the output on the operator panel.</p></div>



Note: All the fields marked with * are required in the sjt.csv file. Some required fields may be empty, as described in the table above, but at least the field name must be present in the sjt.csv file. All other fields are optional.

Download - Scan profiles

Introduction

The Océ DS60 offers a range of standard scan profiles on the operator panel of the system. The scan profiles are located on the Océ Smart Imager in the sjt.csv (Scan Job Ticket).

To access or edit one or more scan profiles, you must download the scan profiles file from the Océ Smart Imager and save the file on your workstation.

To make the scan profiles file available on the operator panel of the Océ DS60, you must upload the file again.



Note: *The scan profiles file can also contain scan to e-mail profiles.*



Note: *You can create a maximum of 99 active profiles in a scan profiles file.*

Download the scan profiles

In order to download the scan profiles file, you need to access the 'Settings' tab in the Océ DS60 Settings Editor. Select 'Scan-to-file' and then 'Scan profiles' and 'Download' to display the setting.

Right-click the link and use the 'Save as...' option in the pop-up menu to save the file to a destination of your choice.

or

Click the link, the scan profiles file will be saved to a location on your local disk for example. The sjt.csv file can now be opened and edited in a suitable application (e.g. Microsoft® Excel).

Upload - Scan profiles

Introduction

The scan profiles on the Océ DS60 are located on the Océ Smart Imager. If you need to update one or more scan profiles, you must first download and change the sjt.csv file.

Next, upload the changed file with the scan profiles to the Océ Smart Imager.



Note: *The scan profiles file can also contain scan to e-mail profiles.*



Note: *You can only upload a scan profiles file if the file has the name sjt.csv.*

Upload the scan profiles file

In order to upload the scan profiles file, access the 'Settings' tab in the Océ DS60 Settings Editor. Select 'Scan-to-file' and then 'Scan profiles' and 'Upload' to display the setting.

If you click 'Browse' you can navigate to the location of the sjt.csv file on the network. You can click 'Upload' to start the process. The changed sjt.csv file will write over the existing sjt.csv file on the Océ Smart Imager.




Note: *If you restore the factory default scan profiles, the sjt.csv file on the Océ Smart Imager is overwritten by the factory defaults file.*

Controlling the quality of your scans

Changing the zoom factor

Introduction

Originals in the automatic document feeder

The automatic zoom function is active when you put standard size originals into the automatic document feeder. If the size of the image on the original is different from the size of the target scan value, the information is automatically resized (reduced or enlarged). By default, the zoom function is set to 'Automatic'. To change the zoom factor manually, use the 'Zoom' function in the 'Basic settings' section or in the 'Scan', 'Image' menu. You can change the zoom factor with the star arrow keys .

Originals on the glass plate

If you use non-standard size originals, you must use the glass plate. The scanner can not automatically detect the size of the originals on the glass plate. Therefore, you must select the page size and the 'Zoom' factor manually.

The zoom function for the originals in the automatic document feeder is different from the zoom function for the originals on the glass plate.

[25] Zoom behavior

Original	Starting point of the zoom function
Automatic document feeder	center
Glass plate	Upper left-hand corner

Purpose

You use the 'Zoom' factor to fit the information of the original on the target scan without loss of information.

Before you begin

Check the result of a zoom action (enlarged or reduced image) on the operator panel. When the result is satisfactory, you can start the scan-to-file job.

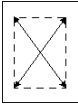



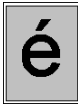

How to use the zoom function for originals in the automatic document feeder

- 1. Put the originals face down and in readable form into the automatic document feeder.
- 2. Select 'Scan'.
- 3. Select one of the scan profiles in the 'Scan profiles' section.
- 4. Select 'Edit...' to define the zoom value and if necessary the size of the target scan.
- 5. Press the start key (⏏) or the set-build key (⏏) to start the scan process.

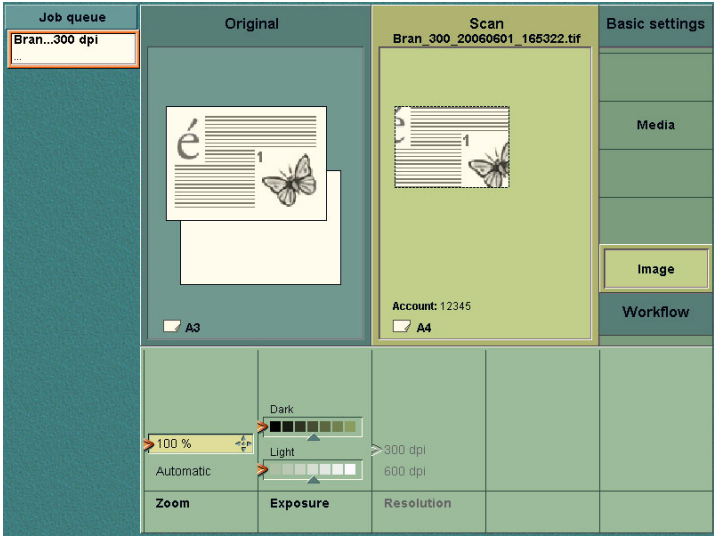
Result

The procedure above will result in a scan that is focused on the center of the original. The result is shown in the following table.

[26] Zooming from the automatic document feeder



Illustration	Description
	The original is placed face down and in readable form into the automatic document feeder. The center of the original is a fixed point and is used as the origin of the image.
	Result of a scan with a 100% zoom factor.
	Result of a scan with a 50% zoom factor.  Note: The center of the image is fixed.
	Result of a scan with a 200% zoom factor.  Note: The center of the image is fixed.

The illustration below displays an example of the feedback on the operator panel. The information on the target scan is enlarged and the paper size is reduced compared with the settings for the original. The result is a situation where information loss occurs. The feedback on the operator panel gives a rough indication how the information is visible on the target scan. In this situation, the information in center of the original is visible, but the edges of the original are lost.



[26] Information loss, automatic document feeder

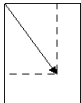
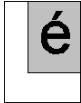
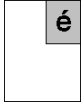



How to use the zoom function for originals on the glass plate

- 1. Put the original face down and in readable form in the upper left-hand corner on the glass plate.
- 2. Select 'Scan'.
- 3. Select one of the scan profiles in the 'Scan profiles' section.
- 4. Select 'Edit...' to define the zoom value and if necessary the size of the target scan.
- 5. Press the start key () or the set-build key () to start the scan process.

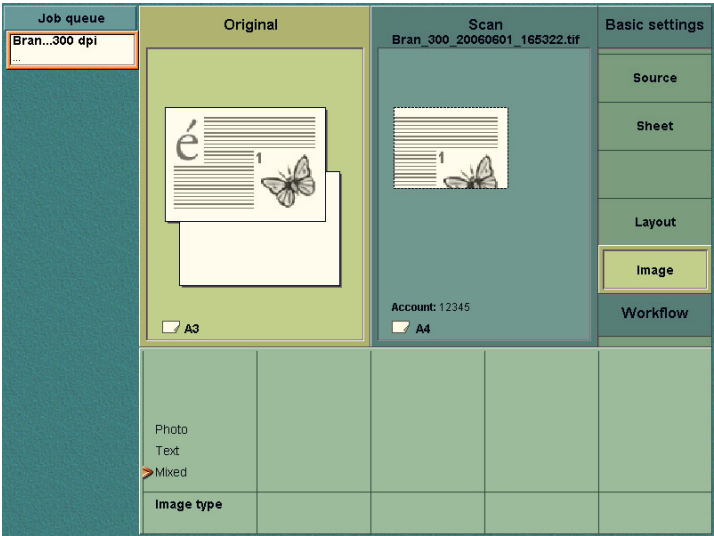
Result

The procedure above will result in a scan that is focused on the upper right-hand corner of the original (upper left-hand corner of the glass platen). The result is shown in the following table.

[27] Zooming from the glass plate

Illustration	Description
	The original is placed face down and in readable form in the upper left-hand corner on the glass plate. The upper left-hand corner of the glass plate is a fixed point and is used as the origin of the image.
	Result on paper of a scan with a 100% zoom factor.
	Result on paper of a scan with a 50% zoom factor.  Note: <i>The upper right-hand corner of the image is fixed.</i>
	Result on paper of a scan with a 200% zoom factor.  Note: <i>The upper right-hand corner of the image is fixed.</i>

The illustration below displays an example of the feedback on the operator panel. The information on the target scan is enlarged and the paper size is reduced compared with the settings for the original. The result is a situation where information loss occurs. The feedback on the operator panel gives a rough indication how the information is visible on the target scan. In this situation, the information in the upper left-hand corner of the original is visible, the rest of the information of the original is lost.



[31] Information loss, glass plate

Optimize the scan quality

Introduction

The Océ DS60 is designed with Océ's patented Image logic® digital scan technology. The Océ DS60 can detect photos, rasters and fine lines on the original. This information is processed in such a way that the digital result has a high scan quality. This means that in most cases you do not need to adjust quality settings to get the best result.

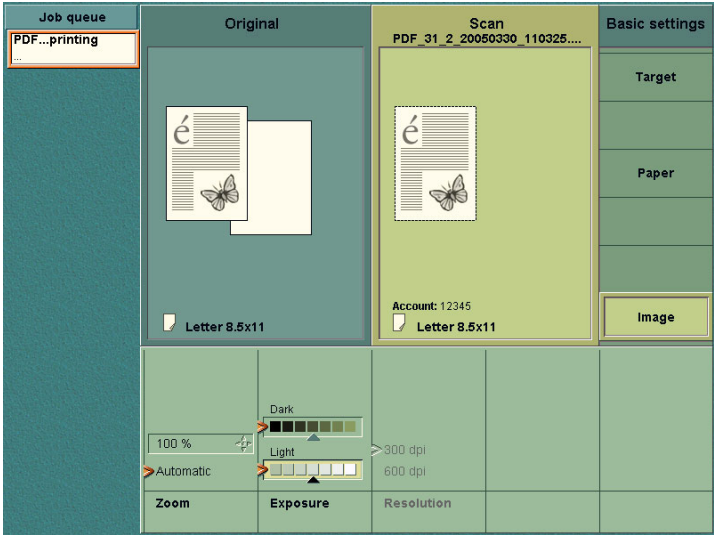
To scan special originals, you can use the following settings to take the special characteristics into account.

- The 'Image type' settings to describe the special characteristics of the 'Original'.
- The 'Exposure' settings to describe the requirements for the 'Scan'.

Before you begin



Place the originals face down and in readable form on the glass plate or in the automatic document feeder.

Illustration



[32] Adjust the image quality settings

How to adjust the image quality settings

1. Select the 'Scan' section.
2. Select one of the scan profiles from the list.
3. Define the settings for the 'Original'
4. Select 'Image', 'Image type' and the correct setting to describe the original ('Photo', 'Text' or 'Mixed')
5. Define the settings for the 'Scan'
6. Select 'Image' and 'Exposure'. Use the sliders to change the settings for the 'Light' and 'Dark' areas on the scan. To make the light areas on the scan darker, move the pointer for 'Light' to the left. To make the dark areas on the print darker, move the pointer for 'Dark' to the left.
7. When all the settings are OK, press the Start key  or the Set-build key  to start the scan process.

Result

The scan-to-file job is started. The document is sent to the designated scan directory on the scan server. You receive no feedback to confirm that the job was completed successfully.

Using the scan function

Paper input on the glass plate or into the automatic document feeder

Introduction

The procedures that describe the methods of scanning documents from the glass plate or from the automatic document feeder, mention the following.

- Put the original face down and in readable form in the upper left-hand corner on the glass plate.
- Put the originals face down and in readable form into the automatic document feeder.

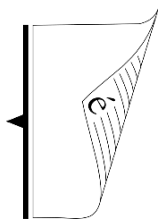
This paragraph explains the way you position originals on the glass plate and the way you feed originals into the automatic document feeder.

Definition

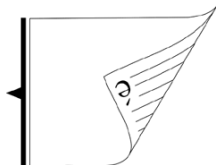
An original in readable form means the following:

- Portrait originals: The top of the original must point away from you. The bottom of the original must point to you.
- Landscape originals: The top of the original must point to your left. The bottom of the original must point to your right.

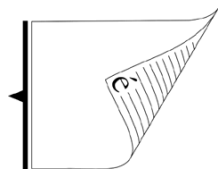
Illustration



[33] Portrait original, long edge feed



[34] Portrait original, short edge feed



[35] Landscape original, short edge feed

Portrait original, long edge feed

[28] Feeding in the originals

Step	Action	Remarks
1	Hold the original in front of you, in readable form.	
2	Turn the original over the short edge.	
3	Place the original into the automatic document feeder or on the glass plate.	If you use the glass platen, make sure that the left side of the original is right against the left side of the glass plate.

Portrait original, short edge feed

[29] Feeding in the originals

Step	Action	Remarks
1	Hold the original in front of you, in readable form.	
2	Rotate the original 90 degrees counter-clockwise.	
3	Turn the original over the long edge.	
4	Place the original into the automatic document feeder or on the glass plate.	If you use the glass platen, make sure that the left side of the original is right against the left side of the glass plate.



Landscape original, short edge feed

[30] Feeding in the originals

Step	Action	Remarks
1	Hold the original in front of you, in readable form.	
2	Turn the original over the long edge.	
3	Place the original into the automatic document feeder or on the glass plate.	If you are scanning an original in which the long edge size is greater than the vertical glass plate size, you must always use a short edge feed. Long edge feed does not fit into the automatic document feeder. If you use the glass platen, make sure that the left side of the original is right against the left side of the glass plate.

Glass plate position

[31] Glass plate position

Component	Function
 [36] Glass plate scan portrait	Scan a portrait document in vertical position on the glass plate.
 [37] Glass plate scan landscape	Scan a landscape document in horizontal position on the glass plate.



Note: *If you are scanning an original in which long edge size is greater than the vertical glass plate size, you must always scan the original in horizontal position.*

Create a scan-to-file job

Introduction

You can scan an analogue document and turn the document into a digital file with the scan-to-file function on the Océ DS60. The procedure to create a scan-to-file job is almost the same as the method you use to create a copy job. In order to make the procedure quick and simple you can use the predefined scan profiles on the operator panel.



Note: *When you have started a scan-to-file job, you must wait until the scan process is finished. After the scan process is completed, you can create a new scan-to-file job.*

Purpose

You can turn analogue documents into digital files for archiving purposes and print on demand. You can use this method also to make the documents suited for digital processing.

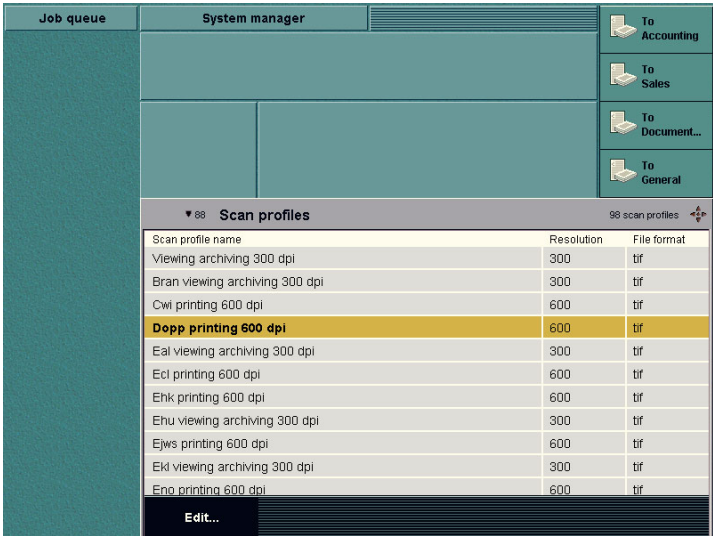
Before you begin

The fastest way to scan a set of originals of the same, standard paper size is to place the set in the automatic document feeder. You can put a maximum of 50 sheets (80 g/m² or 20 lb. bond) into the automatic document feeder.



Note: *You must scan originals of a non-standard size on the glass plate.*

Illustration




[38] The scan profiles

Create a simple scan-to-file job


- 1. Put the originals face down in the automatic document feeder or on the glass platen.
- 2. Select 'Scan'.
- 3. Select one of the scan profiles from the list.
- 4. Select 'Edit...' to access the job settings for the scan-to-file job.



Note: You cannot edit all settings. The fixed settings are grayed out. If there is no need to change the scan-to-file settings, you can ignore this step and continue with the next step.

- 5. Press the Start key  to start the scan-to-file job.






Note: If you do not use the 'Edit...' function, you can use the Start key  to start the scan-to-file job.

Create a combined scan-to-file job with the Set-build function

- 1. Divide your document in different sets.
The document is either too large to scan as 1 set or contains sheets of a different size or paper type.
- 2. Put the first set of originals face down in the automatic document feeder or on the glass plate.
- 3. Select 'Scan'.
- 4. Select one of the profiles from the list with scan profiles.



Note: *You can only select 1 scan profile for all the subsets to come.*

5. Select 'Edit...' to access the job settings for the scan-to-file job.
6. You can also skip the 'Edit...' option and press the Set-build key . The first subset is scanned.
7. Repeat the steps for the next subsets and press the Set-build key  again.
8. When you have scanned the last subset, you can press the Start key .

Result

After you start the scan-to-file job, the job is scanned and the digitized result is sent to the scan server. The file is stored in a designated directory. The file is stored under the predefined name.

There is no message on the operator panel to inform you that the file was stored successfully. You can access the status information on the Océ Smart Imager through the Océ DS60 Settings Editor.



Note: *To help you retrieve your file, the Océ DS60 Settings Editor includes an option to give your scanned document a name, which consists of numbers, or to display the name that the system attached to your file. This option is configured in the scan profiles file (see 'The scan profiles file' on page 97)*

Incorrect images

Access the files in the designated directory on the scan server. Open the file to check the result. The situation can occur that the scan results are not correct. The table below displays the problems that can occur and offers a solution.

[32] Incorrect images (1 – 2)

Description of the problem	Solution
All the pages are upside down	The originals were put into the automatic document feeder or on the glass platen in the wrong feeding direction. Scan the originals again and make sure the originals are correctly placed (see 'Paper input on the glass plate or into the automatic document feeder' on page 111).
Every second page is upside down	The selected 'Document type' settings do not correspond with the orientation of the information on the originals. Scan the originals again and select the correct 'Document type' setting.

[32] Incorrect images

(2 – 2)

Description of the problem	Solution
All the pages are positioned sideways	<p>There is more than 1 explanation for this problem.</p> <ul style="list-style-type: none"> ■ The selected orientation is not correct. ■ The original feed direction and the orientation of the information on the original were confused. ■ The application you use does not process the TIFF/PDF file in the right way. <p>Scan the originals again and select the correct 'Document type' setting. If the problem remains, the application you use can be the cause of the problem. Check the results in another application.</p>
The information on the page is too large or too small	<p>This problem can occur when the size of the original and the selected size of the target scan are not the same. The problem can also be caused by a (manual) change in the zoom factor.</p> <p>Scan the originals again and check the size of the 'Original' and the 'Scan' on the operator panel (see ‘Changing the zoom factor’ on page 105).</p>
The information on the page is too light or too dark	<p>You can change the 'Exposure' settings to influence the result (see ‘Optimize the scan quality’ on page 109).</p>

Create a scan-to-email job

Introduction

Task for operators

When you create a scan-to-email job, you must first select a scan-to-email profile. This profile contains a number of settings with preset values. You can use the values of the selected profile but you can also change certain setting values of this profile. Another option of scan to email is the **Set-build** function. Set-build allows you to create one digital document of several different sets of originals. This document is then attached to an email message.

Before you begin


- Remove all staples from your originals.
- Remove the paper clips.
- Make sure that the originals in the automatic document feeder have the same size.
- Make sure that the automatic document feeder does not contain more than 50 sheets (80 g/m² or 20 lb. bond).
- Make sure that the originals are not curled.

Create a simple scan-to-email job

1. Put the originals face down in the automatic document feeder or on the glass plate.
2. Select 'Scan'.
3. Select one of the scan profiles from the list.
4. Select 'Edit...' to access the job settings for the scan-to-email job.



Note: *You cannot edit all settings. The fixed settings are grayed out. If there is no need to change the scan-to-email settings, you can ignore this step and continue with the next step.*

5. Press the Start key  to start the scan-to-email job.

The Océ DS60 creates a digital document from the scanned originals. This digital document is attached to an email message. The email message is then sent to the mail server.



Note: *If you do not use the 'Edit...' function, you can start the scan-to-email job immediately.*




6. Enter the user code (see '[User codes](#)' on page 90).
7. Confirm the user code.

Create a combined scan-to-email job with the Set-build function

1. Divide your document in different sets.
The document is either too large to scan as 1 set or contains sheets of a different size or paper type.
2. Put the first set of originals face down in the automatic document feeder or on the glass plate.
3. Select 'Scan'.
4. Select one of the profiles from the list with scan profiles.





Note: *You can only select 1 scan profile for all the subsets to come.*

5. Select 'Edit...' to access the job settings for the scan-to-email job.
6. Press the Set-build key  to scan the first set of originals..
7. Enter the user code (see '[User codes](#)' on page 90).
8. Confirm the user code.
9. Prepare the next set of originals.
10. Press the Set-build key  to scan the next set of originals.
11. Repeat the steps 9 and 10 until all subsets are scanned.
12. Press the Start key  to create the digital document.
The Océ DS60 creates one digital document from the scanned sets of originals. This digital document is attached to an email message. The email message is then sent to the mail server.

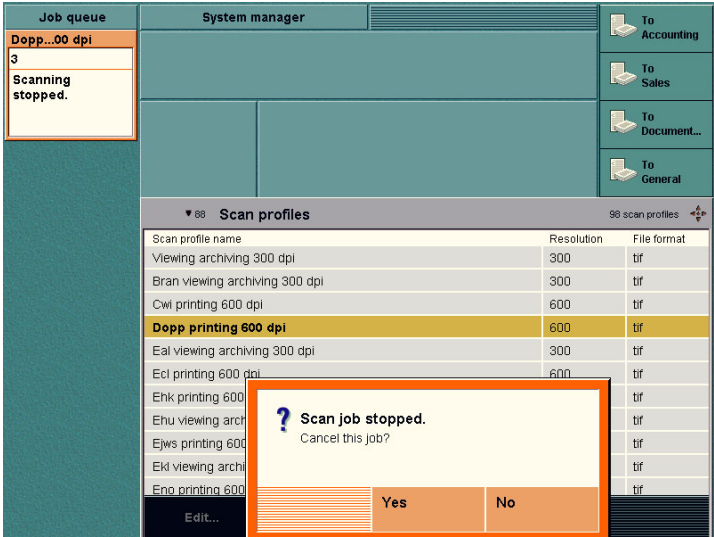
Stopping scanning

Introduction

Task for operators



You can stop a scan job with the Stop key  and the Correction key  on the operator panel. If you press either of these keys, the scanning stops after the scanner has processed the originals that were already separated in the automatic document feeder.

Illustration



[39] Stopping scanning

How to stop a scan job

1. Press the Stop key  or the Correction key  on the operator panel while the scanner scans the originals.
The operator panel displays the message 'Scan job stopped. Cancel this job?'.
2. Press the function key 'Yes' to cancel the job.
3. Press the function key 'No' to continue the job.

Result

When you select 'Yes', the job is removed from the queue. The corresponding copy job is also canceled.



Note: If you use the set-build function, the 'Yes' option will only cancel the last subset, not the job in the job queue.

Chapter 8

Troubleshooting



Error messages and possible solutions

Introduction

Information for operators

The operator panel of the Océ DS60 can display an error message when you try to scan a document. An error can occur when a combination of settings is a not possible combination or the limit of the system capacity is reached.

Handle the error messages

The following errors are OREs, Operator Recoverable Errors. The table describes the possible error messages for scan jobs. The table also describes which action is required.

[33] Messages and actions

Message	Action
'Maximum number of images imported.'	The system memory is full. You can not scan more images for this job. Start the job. Scan the remaining originals as a new job.
'Maximum of images scanned.'	You can scan only a certain number of images and combine them into a single TIFF or PDF file. Start the job. Scan the remaining originals as a new scan-to-file job.
'Set memory is almost full. Scanning of originals not possible.'	Start the job to empty the set memory.
'Please wait. Scanning will continue soon...'	The system needs time to process the information and send the information to the scan server. No user interaction is required.
'Spool memory is almost full. No scan-to-file jobs can be started.'	The maximum memory capacity on the Océ Smart Imager is reached. Use the Océ DS60 Settings Editor to empty the export buffer of the scan job.



Note: *If a network error occurs while the Océ DS60 sends a job to a remote printer, a message appears. You then have to scan and send the job again.*

Chapter 9

Specifications



Product specifications

Part	Specification
Scan speed Océ DS60	54 images/minute A4/Letter , 1-sided 41 images/minute A4/Letter , 2-sided
Configuration	Scanner with separate control station and Océ Smart Imager controller
Protocols	<ul style="list-style-type: none">■ Direct copy path via LPR■ Indirect copy path (scan to file) via FTP■ Media catalogue retrieval via SNMP
Resolution	600 dpi
Warm-up time	< 14 minutes
Zoom	Min: 25% Max: 400%
Network connection	Switchable 10/100 Mbit/s Ethernet TCP/IP interface
Platforms	Platforms that support LPR/LPD over an Ethernet TCP/IP connection, for example <ul style="list-style-type: none">■ Windows® 2000/XP/2003■ Unix®■ OS/2®■ OpenVMS®■ Mac®
Automatic document feeder	<ul style="list-style-type: none">■ Max. capacity 50 sheets of 80 g/m²■ Size and orientation detection■ Double sheet detection
Original delivery tray	Capacity: 300 sheets of 80 g/m ²
Miscellaneous	<ul style="list-style-type: none">■ Reduction/enlargement■ Océ ImageLogic® for automatic optimization of text and photo quality in one page■ Océ DS60 SetLogic® for optimized media programming■ Copy templates■ Scan profiles

Originals that can be used

Introduction

The table below describes the main requirements for the originals that are suitable for the Océ DS60.

Originals that can be used

Originals		Specifications
Original sizes	Glass plate	Max. 11 x 17 inches
	Automatic document feeder	Min. 5.5 x 8 inches Max. 11 x 17 inches
Original weight	Glass plate	Max. 10 kg
	Automatic document feeder	50 sheets of 80 g/m ² (20 lb. bond) Original weights between 60 g/m ² and 170 g/m ² are supported
Original type	Glass plate	Any type of original
	Automatic document feeder	Not damaged, 1-sided and 2-sided originals with a light curl



Note: Do not put transparent originals into the automatic document feeder.

Media sizes detected in the automatic document feeder

[36] Detected media sizes

(1 – 2)

Media size	Width (European: mm, US: inches)	Height (European: mm, US: inches)
A5	148.5	210
Letter-standard	210	297
A3	297	420
B5	182	257
B4	257	364
Commercial	210	270

[36] Detected media sizes

(2 – 2)

Media size	Width (European: mm, US: inches)	Height (European: mm, US: inches)
US Std 5.5x8.5	5.5	8.5
Letter Gov 8.5x10	8.5	10
US Gov 8x10.5	8	10.5
Letter Std 8.5x11	8.5	11
Legal Gov 8.5x12	8.5	12
Foolscap 8x13	8	13
Folio 8.25x13	8.25	13
Legal 8.5x13	8.5	13
Legal Std 8.5x14	8.5	14
Tabloid 11x17	11	17

Scan speeds

European media sizes

[37] Scan speeds, European sizes

Original size	1-sided, images/minute	2-sided, images/minute
A5 (LEF)	53	43
A4 (LEF)	54	41
A4 (SEF)	34	30
A3 (SEF)	24	28

US media sizes

[38] Scan speeds, US sizes

(1 – 2)

Original size	1-sided, images/minute	2-sided, images/minute
US Std 5.5x8.5 (LEF)	52	43
Letter Gov 8.5x10 (LEF)	53	40
Letter Gov 8.5x10 (SEF)	50	38
Letter 8.5x11 (LEF)	54	41
Letter Std 8.5x11 (LEF)	53	40
Letter Std 8.5x11 (SEF)	47	36
Legal Gov 8.5x12 (SEF)	34	30

[38] Scan speeds, US sizes

(2 – 2)

Original size	1-sided, images/minute	2-sided, images/minute
Legal 8.5x13 (SEF)	26	29
Legal Std 8.5x14 (SEF)	25	29
Foolscap 8x13 (SEF)	26	29
Folio 8.25x13 (SEF)	26	29
Tabloid 11x17 (SEF)	23	27

Chapter 10

Miscellaneous



Reader's comment sheet

Questions

Have you found this manual to be accurate?

- ☐ Yes
- ☐ No

Were you able to operate the product, after reading this manual?

- ☐ Yes
- ☐ No

Does this manual provide sufficient background information?

- ☐ Yes
- ☐ No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

- ☐ Yes
- ☐ No

Could you find the information you were looking for?

- ☐ Always
- ☐ Most of the times
- ☐ Sometimes
- ☐ Not at all

What did you use to find the required information?

- ☐ Table of contents
- ☐ Index

Are you satisfied with this manual?

- ☐ Yes
- ☐ No

Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

Comments:

Date:

This reader's comment sheet is completed by:
(If you prefer to remain unknown, please do fill in your occupation)

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For the attention of ITC User Documentation.
P.O. Box 101,
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The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.nl

For the addresses of local Océ organisations see: <http://www.oce.com>

Addresses of local Océ organisations

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Note: The web site <http://www.oce.com> gives the current addresses of the local Océ organizations and distributors.



Note: The addresses of local Océ organizations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site <http://www.oce.com> for the addresses you need.

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